

2009-2010 Academic Year
Appointment and Pay Dates

Got Questions?	
call Diana Grzywacz X5136	for payroll related questions
call Becky Gagne X2283	for appointment questions concerning FT faculty, coaches, part-time staff assistants, and extra service for FT faculty and coaches
call Lucinda Dumaw X5128	for appointment questions relating to part-time adjuncts, GA/TAs, and extra service for PT adjuncts
call Debbie Lamphron X5845	for contract letter related questions

New Full-time Faculty (CAL)

Payroll Effective Date	Appt Form Due:	First Check*	(2 days only)	First Full Check (14 days)
09/01/09-08/31/10	08/03/09	09/16/09		9/30/09
<i>January New Hires</i>		First Check*		First Full Check (14 days)
03/01/10-08/31/10	(Call Us!)	03/17/10	(3days only)	03/31/10

Employee Obligation dates for AY 2009-2010 (based on Academic Calendar):

Full year: August 24, 2009 – May 28, 2010
 Fall 2009: August 24, 2009 – January 6, 2010
 Spring 2010: January 7, 2010 – May 28, 2010

21-Pay Faculty

Payroll Dates	Appt Form Due:	First Check	Last Check	
08/20/09-06/9/2010	08/03/09	09/16/09	06/23/10	(21 cks)

Part-time Adjunct Lecturers/Lecturers and Graduate/Teaching Assistants

	Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR	08/20/09-05/26/10	08/03/09	09/16/09	06/09/10	(20 cks)
Fall Only	08/20/09-01/06/10	08/03/09	09/16/09	01/20/10	(10 cks)
Spr. Only	01/07/10-05/26/10	01/04/10	02/03/10	06/09/10	(10 cks)

Part-time Coaches and Staff Assistants

	Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR	08/06/09-05/26/10	08/03/09	09/02/09	06/09/10	(21 cks)
Fall Only	08/06/09-12/30/09	08/03/09	09/02/09	01/20/10	(10.5 cks)
Spr. Only	12/31/09-05/26/10	12/18/09	01/20/10	06/09/10	(10.5 cks)

***FIRST CHECK DATES ASSUME APPROVED PAPERWORK IS SUBMITTED TIMELY. IF APPOINTMENT PAPERWORK IS LATE, STIPEND WILL BE PAID OVER REMAINING CHECKS.**

EXTRA SERVICE

An extra service stipend can be split in maximum amount of two checks per semester or four checks per academic year for those extra service participants expecting multiple checks. Assuming approval paperwork is received timely, the scheduled check dates are as follows:

Fall 2009

Approval Due in Human Resources	Check date
October 2, 2009	October 28, 2009
December 16, 2009	January 20, 2010

Spring 2010

Approval Due in Human Resources	Check date
March 5, 2010	March 31, 2010
May 10, 2010	June 09, 2010

Helpful Websites: (check site periodically, web addresses subject to change)

For appointment procedures, visit: <http://www.brockport.edu/hr/procedures/appoint.html>
 Appointment, extra service, & directory change forms are listed alphabetically at: <http://www.brockport.edu/hr/forms>
 Department name listing found at: http://www.brockport.edu/hr/forms/department_names.html
 Payroll calendars found at: <http://www.brockport.edu/hr/payroll/calendars.html>
 For Direct Deposit form, visit: <http://www.brockport.edu/hr/payroll/ac2772.pdf>
 For Helpful Payroll information concerning appointment, visit: <http://www.brockport.edu/hr/payroll/>