

2011-2012 Academic Year  
Appointment and Pay Dates

**Got Questions?**  
 call Debbie Toms 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 Holly Cunningham X5845 for contract letter related questions

**New Full-time Faculty (CAL)**

Payroll Effective Date	<b>Appt Form Due:</b>	First Check*	First Full Check (14 days)
09/01/11-08/31/12	<b>08/01/11</b>	09/28/11	9/28/11
<i>January New Hires</i>		First Check*	First Full Check (14 days)
03/01/12-08/31/12	<b>(Call Us!)</b>	03/28/12	03/28/12

**Employee Obligation dates for AY 2011-2012 (based on Academic Calendar):**

Full year: August 22, 2011 – May 25, 2012  
 Fall 2011: August 22, 2011 – January 4, 2012  
 Spring 2012: January 05, 2012 – May 25, 2012

**21-Pay Faculty**

Payroll Dates	<b>Appt Form Due:</b>	First Check	Last Check	
08/18/11 - 06/6/2012	<b>08/01/11</b>	09/14/11	06/20/12	(21 cks)

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

	Payroll Effective Dates	<b>Appt Form Due:</b>	First Check*	Last Check	
AYR	08/18/11-05/23/12	<b>08/01/11</b>	09/14/11	06/06/12	(20 cks)
Fall Only	08/18/11-01/04/12	<b>08/01/11</b>	09/14/11	01/18/12	(10 cks)
Spr. Only	01/05/12-05/23/12	<b>01/04/12</b>	02/01/12	06/06/12	(10 cks)

**Part-time Coaches and Staff Assistants**

	Payroll Effective Dates	<b>Appt Form Due:</b>	First Check*	Last Check	
AYR	08/04/11-05/23/12	<b>08/01/11</b>	08/31/11	06/06/12	(21 cks)
Fall Only	08/04/11-12/28/11	<b>08/01/11</b>	08/31/11	01/18/12	(10.5 cks)
Spr. Only	12/29/11-05/23/12	<b>12/12/11</b>	01/18/12	06/06/12	(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 2011**

<b>Approval Due in Human Resources</b>	<b>Check date</b>
October 03, 2011	October 12, 2011
December 07, 2011	January 18, 2012

**Spring 2012**

<b>Approval Due in Human Resources</b>	<b>Check date</b>
March 02, 2012	March 28, 2012
May 07, 2012	June 06, 2012

**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](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/>