

Got Questions?

Call Sue Clase - X5103 for questions concerning FT faculty, coaches, PT staff assistants

Call Lucinda Dumaw- X5128 for questions relating to adjuncts, GA/TAs and extra service

Call -X5845 for contract letter

Call Serena Starr -X2995 for payroll related questions

**2019-2020 Academic Year
Appointment and Pay Dates****New Full-time Faculty (CAL)**

Payroll Effective Date	Appt Form Due:	First Check* (4 days)	First Full Check (14 days)
09/01/19-08/31/20	07/01/19	09/18/19	10/02/19
January 20^{ew} Hires		First Check* (4 days)	First Full Check (14 days)
03/01/20-08/31/20	12/02/19	03/18/20	04/01/20

Employee Obligation dates for AY 2019-2020 (based on Academic Calendar):

Full year:	August 19, 2019 – May 29, 2020
Fall 2019:	August 19, 2019 – December 31, 2019
Spring 2020:	January 01, 2020 – May 29, 2020

21-Pay Faculty:

Payroll Dates	Appt Form Due:	First Check*	Last Check	
08/22/19 - 06/10/2020	07/01/19	09/18/19	06/24/20	(21 cks)

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

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/22/19 - 05/27/20	07/01/19	09/18/19	06/10/20	(20 cks)
Fall Only 08/22/19- 01/08/20	07/01/19	09/18/19	01/22/20	(10 cks)
Spr. Only 01/09/20- 05/27/20	12/02/19	02/05/20	06/10/20	(10 cks)

EHD College Supervisors:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/22/19- 07/22/20	07/01/19	09/18/19	08/05/20	(24 cks)
Fall Only 08/22/19- 02/05/20	07/01/19	09/18/19	02/19/20	(12 cks)
Spr. Only 02/06/20- 07/22/20	12/02/19	03/04/20	08/05/20	(12 cks)

Part-time Coaches and Staff Assistants:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/08/19 - 05/27/20	07/01/19	09/04/19	06/10/20	(21 cks)
Fall Only 08/08/19 - 01/01/20	07/01/19	09/04/19	01/22/20	(10.5 cks)
Spr. Only 01/02/20 - 05/27/20	12/02/19	01/22/20	06/10/20	(10.5 cks)

***FIRST CHECK DATES ASSUME APPROVED PAPERWORK IS SUBMITTED TIMELY. IF APPOINTMENT PAPERWORK IS LATE, PAYMENT WILL BE DELAYED ACCORDINGLY.**

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 2019

Approval Due in Human Resources	Check date
September 27, 2019	October 30, 2019
November 27, 2019	January 22, 2020

Spring 2020

Approval Due in Human Resources	Check date
February 25, 2020	March 18, 2020
April 27, 2020	June 10, 2020

VOLUNTEERS**Volunteer Forms Due:**

AYR	7/29/19
Fall Only	7/29/19
Spr. Only	1/02/20

Helpful Websites: (check site periodically, web addresses subject to change)For appointment procedures, visit: https://www.brockport.edu/support/human_resources/appt/Appointment, extra service, & directory change forms are listed alphabetically at: <http://www.brockport.edu/hr/forms>Department name listing found at: https://www.brockport.edu/support/human_resources/forms/department_names.htmlPayroll calendars found at: <http://www.brockport.edu/hr/payroll/calendars.html>For Direct Deposit form, visit: https://www.brockport.edu/support/human_resources/payroll/docs/directdeposit.pdf