

Got Questions?

Call Kristin Hartway- X5115 for questions concerning FT faculty, coaches, PT staff assistants

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

Call Bonnie Walck -X5845 for contract letter

Call Serena Starr -X2995 for payroll related questions

**2018-2019 Academic Year
Appointment and Pay Dates****New Full-time Faculty (CAL)**

Payroll Effective Date	Appt Form Due:	First Check* (6 days)	First Full Check (14 days)
09/01/18-08/31/19	07/02/18	09/19/18	10/03/18
January New Hires		First Check* (7 days)	First Full Check (14 days)
03/01/19-08/31/19	12/03/18	03/20/19	04/03/19

Employee Obligation dates for AY 2018-2019 (based on Academic Calendar):

Full year: August 20, 2018 – May 31, 2019
 Fall 2018: August 20, 2018 – December 31, 2018
 Spring 2019: January 01, 2019 – May 31, 2019

21-Pay Faculty:

Payroll Dates	Appt Form Due:	First Check*	Last Check	
08/23/18 - 06/12/2019	07/02/18	09/19/18	06/26/19	(21 cks)

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

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/23/18 - 05/29/19	07/02/18	09/19/18	06/12/19	(20 cks)
Fall Only 08/23/18- 01/09/19	07/02/18	09/19/18	01/23/19	(10 cks)
Spr. Only 01/10/19- 05/29/19	12/03/18	02/06/19	06/12/19	(10 cks)

EHD College Supervisors:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/23/18- 07/24/19	07/02/18	09/19/18	08/07/19	(24 cks)
Fall Only 08/23/18- 02/06/19	07/02/18	09/19/18	02/20/19	(12 cks)
Spr. Only 02/07/19- 07/24/19	12/03/18	03/06/19	08/07/19	(12 cks)

Part-time Coaches and Staff Assistants:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/09/18 - 05/29/19	07/02/18	09/05/18	06/12/19	(21 cks)
Fall Only 08/09/18 - 01/02/19	07/02/18	09/05/18	01/23/19	(10.5 cks)
Spr. Only 01/03/19 - 05/29/19	12/03/18	01/23/19	06/12/19	(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 2018

Approval Due in Human Resources	Check date
September 28, 2018	October 31, 2018
November 29, 2018	January 23, 2019

Spring 2019

Approval Due in Human Resources	Check date
February 26, 2019	March 20, 2019
April 29, 2019	June 12, 2019

VOLUNTEERS**Volunteer Forms Due:**

AYR	7/30/18
Fall Only	7/30/18
Spr.Only	1/02/19

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