

**SUMMER SCHOOL 2018
PAY PROCESSING INFORMATION**

Budget to be charged	Fund-Cost Center-Func	
Undergraduate courses	A100001-715xx00998-0	*DO NOT USE 715XX00999
	Use departmental cost center	

Payroll Processing Schedule

FOR AAUP FACULTY and ADJUNCTS:		MONTHLY PAY CYCLE	
Payment Reason for PCR:		AAUP faculty, Visitors, and Annual Adjuncts- Summer Teaching (0SUM); Term Adjuncts- Adjunct salary (0ADJ)	
Session: Session dates	RECURRING PAYMENT Begin Date-End Date	PCRs due in HRSC	Check dates FY'17 FY'18
18US.M - May-Mester: 5/7 - 5/27	5/1 - 6/30	5/14	5/31, 6/30
May-Mester will have 2 pays, each pay is 1/2 of the full pay.			
18US - Semester: 5/7 - 8/4	5/1 - 8/31	5/14	5/31, 6/30, 7/31, 8/31
Semester classes will have 4 equal pays, each pay is 1/4 of full pay.			
18US.A - First Session: 5/29 - 7/1	6/1 - 7/31	6/12	6/30, 7/31
18US.B - Second Session: 7/2 - 8/5	7/1 - 8/31	7/17	7/31, 8/31
Sessions will have 2 pays, each pay is 1/2 of the full pay.			
18US.D - (A&S 1st Half): 5/7 - 6/19	5/1 - 6/30	5/14	5/31, 6/30
18US.E - (A&S 2nd Half): 6/20 - 8/4	7/1 - 8/31	7/17	7/31, 8/31
Flex, A&S Half classes - will have 2 pays, each pay is 1/2 of the full pay.			
18US.F - begins before 5/13, ends in June	5/1 - 6/30	5/14	5/31, 6/30
18US.F - begins before 6/10, ends in July	6/1 - 7/31	6/12	6/30, 7/31
18US.F - begins before 6/10, ends in Aug	6/1 - 8/31	6/12	6/30, 7/31, 8/31
18US.F - begins before 7/15, ends in Aug	7/1 - 8/31	7/17	7/31, 8/31
Other Flex classes will have 2-3 pays based on the first meeting date and the last day of the class, each pay proportional to the full pay			
FOR GRADUATE ASSISTANTS:		BIWEEKLY PAY CYCLE	
Payment Reason for PCR:		Department Funded-Instruction	
Session: Session dates	RECURRING PAYMENTS Begin Date-End Date	PCRs due in HRSC	Check dates FY'17 FY'18
18US.M - May-Mester: 5/7 - 5/27	5/6 - 6/2	5/17	5/29, 6/12
May-Mester will have 2 pays, each pay is 1/2 of the full pay.			
18US - Semester: 5/7 - 8/4	5/6 - 7/28	5/17	5/29, 6/12, 6/26, 7/10, 7/24, 8/7
Semester classes will have 6 equal pays, each pay is 1/6 of full pay.			
18US.A - First Session: 5/29 - 7/1	5/20 - 6/30	6/1	6/12, 6/26, 7/10
18US.B - Second Session: 7/2 - 8/5	7/1 - 8/11	7/13	7/24, 8/7, 8/21
Session classes will have 3 pays, each pay is 1/3 of the full pay.			
18US.D - (A&S 1st Half): 5/7 - 6/19	5/6 - 6/16	5/17	5/29, 6/12, 6/26
18US.E - (A&S 2nd Half): 6/20 - 8/4	6/17 - 7/28	6/28	7/10, 7/24, 8/7
Flex- A&S Half classes will have 3 pays, each pay is 1/3 of the full pay.			
18US.F - begins before 5/13, ends in June	5/6 - 6/16	5/17	5/29, 6/12, 6/26
18US.F - begins before 6/10, ends in July	6/3 - 7/14	6/15	6/26, 7/10, 7/24
18US.F - begins before 6/10, ends in Aug	6/3 - 7/28	6/15	6/26, 7/10, 7/24, 8/7
18US.F - begins before 7/15, ends in Aug	7/1 - 8/11	7/13	7/24, 8/7, 8/21
Flex sessions will have 3-4 payments based on the first meeting and end of the class, pays are proportional to the full pay.			