

ACADEMIC PAYMENT SCHEDULE Fall 2024 - Spring 2025

As a faculty member, you are either appointed for a semester or an academic year. How you are appointed determines your pay schedule. In general, an employee hired for one semester receives their contract total divided equally over 6 equal monthly periods. An employee hired for an academic year receives their contract total divided equally over 12 equal monthly periods. Below are the most common pay schedules:

FALL ONLY APPOINTMENT. Faculty working Fall Semester only are paid in 6 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
09/24	08/19/24 – 09/30/24	30	09/30/2024	10/01/2024	Fall – Warrant #1 ^a
10/24	10/01/24 – 10/30/24	22	10/30/2024	10/31/2024	Fall – Warrant #2
11/24	10/31/24 – 11/30/24	19	11/27/2024	12/02/2024	Fall – Warrant #3
12/24	12/01/24 – 12/31/24	14	12/31/2024	01/02/2025	Fall – Warrant #4
01/25	01/01/25 – 01/30/25	-	01/30/2025	01/31/2025	Fall – Warrant #5
02/25	01/31/25 – 02/28/25	-	02/28/2025	03/01/2025	Fall – Warrant #6 (Final) ^b
SPRING ONLY APPOINTMENT. Faculty working Spring Semester only are paid in 6 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
02/25	01/15/25 – 02/28/25	31	02/28/2025	03/03/2025	Spring – Warrant #1 ^c
03/25	03/01/25 – 03/31/25	20	03/28/2025	04/01/2025	Spring – Warrant #2
04/25	04/01/25 – 04/30/25	18	04/30/2025	05/01/2025	Spring – Warrant #3
05/25	05/01/25 – 05/31/25	17	05/30/2025	06/02/2025	Spring – Warrant #4
06/25	06/01/25 – 06/30/25	-	06/30/2025	07/01/2025	Spring – Warrant #5
07/25	07/01/25 – 07/30/25	-	07/30/2025	07/31/2025	Spring – Warrant #6 (Final) ^b
ACADEMIC YEAR APPOINTMENT. Faculty working a full Academic Year (AY) are paid in 12 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
09/24	08/19/24 – 09/30/24	30	09/30/2024	10/01/2024	Fall – Warrant #1 ^a
10/24	10/01/24 – 10/30/24	22	10/30/2024	10/31/2024	Fall – Warrant #2
11/24	10/31/24 – 11/30/24	19	11/27/2024	12/02/2024	Fall – Warrant #3
12/24	12/01/24 – 12/31/24	14	12/31/2024	01/02/2025	Fall – Warrant #4
01/25	01/01/25 – 01/30/25	-	01/30/2025	01/31/2025	Fall – Warrant #5
02/25	01/31/25 – 02/28/25	31	02/28/2025	03/01/2025	Spring – Warrant #1 ^c
03/25	03/01/25 – 03/31/25	20	03/28/2025	04/01/2025	Spring – Warrant #2
04/25	04/01/25 – 04/30/25	18	04/30/2025	05/01/2025	Spring – Warrant #3
05/25	05/01/25 – 05/31/25	17	05/30/2025	06/02/2025	Spring – Warrant #4
06/25	06/01/25 – 06/30/25	-	06/30/2025	07/01/2025	Spring – Warrant #5
07/25	07/01/25 – 07/30/25	-	07/30/2025	07/31/2025	Spring – Warrant #6 (Final) ^b
08/25	07/31/25 – 08/31/25	-	08/29/2025	09/02/2025	Warrant #6 of 12 (6 th pay warrant for Fall) ^d

The 2024-2025 Academic Year consists of 85 academic workdays during the Fall 2024 Semester and 86 academic workdays during the Spring 2025 semester.

A Lecturer or Teaching Associate initially hired to teach Fall only and then appointed to teach Spring also, will be paid as if working an Academic Year

- a. The first warrant of the Fall Semester includes Academic Days worked **August 19, 2024 through September 30, 2024**.
- b. Late starts, leaves without pay, or dock time during a semester can affect the 6th pay warrant for that semester. Time-base changes, if any, will affect the upcoming and future pay warrants.
- c. The first warrant of the Spring Semester includes Academic Days worked **January 15, 2025 through February 28, 2025**. Payment may vary in amount from Fall Warrant #5 due to a change in Time Base/Units from Fall to Spring.
- d. The 12th warrant reflects the Time Base/Units of the preceding Fall appointment and the effect of any late starts, leaves without pay, or dock time during a semester which can affect the 6th pay warrant for that semester.