

Got Questions?	
Call Sue Clase - X5103	for questions concerning FT faculty, coaches, PT staff assistants
Call Holly Cunningham – X2561	for questions relating to adjuncts, GA/TAs and extra service
Call Tina Bieber -X5845	for contract letter
Call Serena Starr –X2995	for payroll related questions

## 2020-2021 Academic Year Appointment and Pay Dates

### New Full-time Faculty (CAL)

Payroll Effective Date	Appt Form Due:	First Check* (2 days)	First Full Check (14 days)
09/01/20-08/31/21	07/01/20	09/16/20	9/30/20
<b>January New Hires</b>			
03/01/21-08/31/21	12/01/20	03/17/21	3/31/21

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

Full year:	August 24, 2020 – May 28, 2021
Fall 2020:	August 24, 2020 – December 31, 2020
Spring 2021:	January 01, 2021 – May 28, 2021

### 21-Pay Faculty:

Payroll Dates	Appt Form Due:	First Check*	Last Check	
08/20/20 - 06/09/21	07/01/20	09/16/20	06/23/21	(21 cks)

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

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/20/20 - 05/26/21	07/01/20	09/16/20	06/09/21	(20 cks)
Fall Only 08/20/20 - 01/06/21	07/01/20	09/16/20	01/20/21	(10 cks)
Spr. Only 01/07/21 - 05/26/21	12/01/20	02/03/21	06/09/21	(10 cks)

### EHD College Supervisors:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/20/20- 07/21/21	07/01/20	09/16/20	08/04/21	(24 cks)
Fall Only 08/20/20- 02/03/21	07/01/20	09/16/20	02/17/21	(12 cks)
Spr. Only 02/04/21- 07/21/21	12/01/20	03/03/21	08/04/21	(12 cks)

### Part-time Coaches and Staff Assistants:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/06/20 - 05/26/21	07/01/20	09/02/20	06/09/21	(21 cks)
Fall Only 08/06/20 - 01/01/21	07/01/20	09/02/20	01/20/21	(10 cks)
Spr. Only 01/02/21 - 05/26/21	12/01/20	01/20/21	06/09/21	(10 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 2020

Approval Due in Human Resources	Check date
September 25, 2020	October 28, 2020
November 25, 2020	January 20, 2021

#### Spring 2021

Approval Due in Human Resources	Check date
February 23, 2021	March 17, 2021
April 26, 2021	June 09, 2021

### VOLUNTEERS

	Volunteer Forms Due:
AYR	7/27/20
Fall Only	7/27/20
Spr. Only	1/04/21

### Helpful Websites: (check site periodically, web addresses subject to change)

For appointment procedures, visit: [https://www.brockport.edu/support/human\\_resources/appt/](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.html](https://www.brockport.edu/support/human_resources/forms/department_names.html)  
Payroll 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](https://www.brockport.edu/support/human_resources/payroll/docs/directdeposit.pdf)