

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

## 2021-2022 Academic Year Appointment and Pay Dates

### New Full-time Faculty (CAL)

Payroll Effective Date	Appt Form Due:	First Check* (1 days)	First Full Check (14 days)
09/01/21-08/31/22	07/01/21	09/15/21	9/29/21
<i>January New Hires</i>		First Check* (2 days)	First Full Check (14 days)
03/01/22-08/31/2022	12/01/21	03/16/22	3/30/22

### Employee Obligation dates for AY 2021-2022 (based on Academic Calendar):

Full year:	August 23, 2021 – May 27, 2022
Fall 2021:	August 23, 2021 – December 31, 2021
Spring 2022:	January 01, 2022 – May 27, 2022

### 21-Pay Faculty:

Payroll Dates	Appt Form Due:	First Check*	Last Check	
08/19/21 - 06/08/22	07/01/21	09/15/21	06/22/22	(21 cks)

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

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/19/21 - 05/25/22	07/01/21	09/15/21	06/08/22	(20 cks)
Fall Only 08/19/21 - 01/05/22	07/01/21	09/15/21	01/19/22	(10 cks)
Spr. Only 01/06/22 - 05/25/22	12/01/21	02/02/22	06/08/22	(10 cks)

### EHD College Supervisors:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/19/21- 06/08/22	07/01/21	09/15/21	06/22/22	(21 cks)
Fall Only 08/19/21- 01/19/22	07/01/21	09/15/21	02/02/22	(11 cks)
Spr. Only 01/06/22- 06/08/22	12/01/21	02/02/22	06/22/22	(11 cks)

### Part-time Coaches and Staff Assistants:

Payroll Effective Dates	Appt Form Due:	First Check*	Last Check	
AYR 08/05/21 - 05/25/22	07/01/21	09/01/21	06/08/22	(21 cks)
Fall Only 08/05/21 – 1/05/22	07/01/21	09/01/21	01/19/22	(11 cks)
Spr. Only 01/06/22 - 05/25/22	12/01/21	01/19/22	06/08/22	(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 2021

Approval Due in Human Resources	Check date
September 24, 2021	October 27, 2021
November 24, 2021	January 19, 2022

#### Spring 2022

Approval Due in Human Resources	Check date
February 22, 2022	March 16, 2022
April 25, 2022	June 08, 2022

### VOLUNTEERS

	Volunteer Forms Due:
AYR	7/26/21
Fall Only	7/26/21
Spr.Only	1/03/22

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

For appointment procedures, visit: [https://www.brockport.edu/support/human\\_resources/appt/proffaculty.html](https://www.brockport.edu/support/human_resources/appt/proffaculty.html)  
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)