



Benefits and Pay Summary

Instructional Faculty and Lecturers

Benefits Eligibility Requirements

Instructional faculty are eligible to enroll in benefits coverage if appointed at least 50% (equivalent to 7.5 weighted teaching units) for at least six months and one day. Lecturers are eligible to enroll in benefits coverage if appointed at least 40% (equivalent to 6 weighted teaching units) for at least one semester.

Benefits Coverage Dates

The earliest effective date for health benefits is October 1st for Fall appointments, and March 1st for Spring appointments. The effective date of coverage through Cal Poly Pomona is determined by the issue date of the first paycheck and the date on which you submit your benefits enrollment through PolyDoc.

Benefit Enrollment is not an automatic process; you must submit your [Benefits Enrollment Worksheet](#) and [e-Signature Authorization](#) by September 30th for coverage to be effective October 1st. Benefit enrollment requests must be submitted by February 28th for coverage to be effective March 1st for spring appointments.

In addition, premiums are paid in advance for the following month's health benefits coverage. Therefore, an accounts receivable may be created and sent to you for any premiums not deducted from your initial pay warrant(s).

Pay Distribution

Cal Poly Pomona pays instructional faculty and lecturers according to the academic pay plan. Individuals hired for one semester will receive their contract amount in six installments/pay warrants. Those hired for an academic year will receive their contract amount in twelve installments/pay warrants. The subsequent pages provide additional details on academic pay plans.

Contact Us

For questions regarding benefits, please contact Benefits Services at benefits@cpp.edu

For questions regarding pay, please contact Payroll Services at payroll@cpp.edu

Pay and Benefits Schedule

Fall <u>ONLY</u> Appointment: Faculty paid in 6 equal payments				
Pay Period	Pay Period Dates	Pay Day	Payment NO.	Benefits
August/ September	08/22 – 09/30	September	Fall – Warrant #1	Effective Oct. 1 st
October	10/01 – 10/31	October	Fall - Warrant #2	
November	11/01 – 11/30	November	Fall – Warrant #3	
December	12/01/ - 12/31	December	Fall – Warrant #4	
January	01/01 – 01/31	January	Fall – Warrant #5	
February	02/01 – 03/01	March	Fall - Warrant #6 (Final)	*Effective through March 31 st

*If you had a benefits-qualifying appointment in the Fall semester, and receive a subsequent nonqualifying spring appointment, your benefits will end on February 28th.

Spring <u>ONLY</u> Appointment: Faculty paid in 6 equal payments				
Pay Period	Pay Period Dates	Pay Day	Payment NO.	Benefits
January/ February	01/20 – 03/01	March	Spring – Warrant #1	Effective March 1 st
March	03/02 – 03/31	March	Spring – Warrant #2	
April	04/01 – 05/01	May	Spring – Warrant #3	
May	05/02 – 05/31	May	Spring – Warrant #4	
June	06/01 – 06/30	June	Spring – Warrant #5	
July	07/01 – 08/01	August	Spring – Warrant #6 (Final)	Effective through August 31 st

Spring Appointment that Continues into the Subsequent Academic Year

Pay Period	Pay Period Dates	Pay Day	Payment NO.	Benefits
Jan./ Feb	01/20 – 03/01	March	Spring – Warrant #1	Effective March 1 st
March	03/02 – 03/31	March	Spring – Warrant #2	
April	04/01 – 05/01	May	Spring – Warrant #3	
May	05/02 – 05/31	May	Spring – Warrant #4	
June	06/01 – 06/30	June	Spring – Warrant #5	
July	07/01 – 08/01	August	Spring – Warrant #6	
August	-	-	No Pay Warrant (first year only)	Effective through August 31 st . No benefits during September. Employee must re-enroll to have coverage effective October 1 st .

Academic Year Appointment: Faculty are paid in 12 equal payments

Pay Period	Pay Period Dates	Pay Day	Payment NO.	Benefits
August/ September	08/22 – 09/30	September	Fall – Warrant #1	Effective Oct. 1 st
October	10/01 – 10/31	October	Fall – Warrant #2	
November	11/01 - 11/30	November	Fall – Warrant #3	
December	12/01 – 12/31	December	Fall – Warrant #4	
January	01/01 – 01/31	January	Fall – Warrant #5	
February	02/01 – 03/01	March	Spring- Warrant 1**	
March	03/02 – 03/31	March	Spring – Warrant #2	
April	04/01 – 05/01	May	Spring – Warrant #3	
May	05/02 – 05/31	May	Spring – Warrant #4	
June	06/01 – 06/30	June	Spring – Warrant #5	
July	07/01 – 08/01	August	Spring – Warrant #6	
August	08/02 – 08/31	August	Fall – Warrant # 6 of 12	Effective through September 30 th

**If you had a benefits-qualifying academic year appointment, but your time-base is reduced to a nonqualifying appointment in the Spring Semester, your benefits will end on February 28th. If your time-base changes between the Fall and Spring semesters, your August pay warrant will reflect the Fall time-base.

Disclaimer: If you change your departments mid-year your last Fall check will be paid in February instead of being pushed back to August. By receiving this settlement your benefits will not be paid for the month of September.