

2023 Summer Session Appointments and Paydays

Department Chairs

Job Code: 2457

Appointment Form: F717

Appointment Dates: May 31 through August 11 (51 Days total)

	Certification	Certification Due	Payday
1 st Installment	24 Days/Units	July 7	August 1
2 nd Installment	27 Days/Units	August 9	August 31

Certification: Certify by adding the Department Chairs to the 2357 certification spreadsheet.

Teaching Faculty

Job Code: 2357

Appointment: CSU Temp Faculty Module

Session	Dates	Certification	Certification Due	Payday
1 st 5 Weeks	May 31 through July 5	24 Days/Units	July 7	August 1
2 nd 5 Weeks	July 6 through August 8	24 Days/Units	August 9	August 31
10 Weeks	May 31 through August 11	24 Days/Units 27 Days/Units	July 7 August 9	August 1 August 31

Certification: Spreadsheet from PeopleSoft – **Add \$150 Indirect Pay per WTU for tenure track faculty.**

6 Week Session

Session	Dates	Certification	Certification Due	Payday
6 Weeks	June 26 through August 3	28 Days/Units	August 9	August 31

Certification: Spreadsheet from PeopleSoft – **Add \$150 Indirect Pay per WTU for tenure track faculty.**

Indirect Pay clarification: If the faculty is teaching the first 5-week session only, the Indirect Pay will be released on the July pay date. If teaching the second 5-week sessions or a 10-week session, the Indirect Pay will be released on the August pay date.