

2024 Summer Session Appointments and Paydays

Department Chairs

Job Code: 2457

Appointment: CSU Temp Faculty Module – **Immediate Pay**

Appointment Dates: May 29 through August 9 (51 Days total)

| | Certification | Certification Due | Payday |
|-----------------------------|---------------|-------------------|-----------|
| 1 st Installment | 24 Days/Units | July 5 | July 30 |
| 2 nd Installment | 27 Days/Units | August 13 | August 29 |

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

Teaching Faculty (Tenure Track and Lecturers)

Job Code: 2357 (Self-Support) or 2457 (State Support)

Appointment: CSU Temp Faculty Module

| Session | Appointment Dates | Certification | Certification Due | Payday |
|-------------------------|-------------------------|--------------------------------|---------------------|----------------------|
| 1 st 5 Weeks | May 29 through July 2 | 24 Days/Units | July 5 | July 30 |
| 2 nd 5 Weeks | July 3 through August 6 | 24 Days/Units | August 13 | August 29 |
| 10 Weeks | May 29 through August 9 | 24 Days/Units 27 Days/Units | July 5 August 13 | July 30 August 29 |

Certification: Spreadsheet from PeopleSoft – **Add \$150 Indirect Pay per WTU for tenure track faculty (2357 job code only).**

Bronco Scholars (formerly known as Early Start) – 6 Week Session

| Session | Appointment Dates | Certification | Certification Due | Payday |
|---------|--------------------------|---------------|-------------------|-----------|
| 6 Weeks | June 24 through August 2 | 29 Days/Units | August 13 | August 29 |

Certification: Spreadsheet from PeopleSoft – **Add \$150 Indirect Pay per WTU for tenure track faculty (2357 job code only).**

Indirect Pay clarification: If the faculty is teaching the first 5-week session, 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.

Teaching Associates and Graduate Assistants

Job Code: 2324

Job Code: 2325

Appointment: CSU Temp Faculty Module

1st 5-Week Session

Appointment Dates: May 29 through July 2

| Pay Period | Certification | Certification Due | Payday |
|------------|---------------|-------------------|---------|
| May | 2 Days | May 21 | May 30 |
| June | STD (21 Days) | June 18 | June 28 |
| July | 2 Days | July 22 | July 30 |

Certification: Payroll Certification Report

2nd 5-Week Session

Appointment Dates: July 3 through August 6

| Pay Period | Certification | Certification Due | Payday |
|------------|---------------|-------------------|-----------|
| July | 20 Days | July 22 | July 30 |
| August | 5 Days | August 21 | August 29 |

Certification: Payroll Certification Report

10-Weeks Session

Appointment Dates: May 29 through August 9

| Pay Period | Certification | Certification Due | Payday |
|------------|---------------|-------------------|-----------|
| May | 2 Days | May 21 | May 30 |
| June | STD (21 Days) | June 18 | June 28 |
| July | STD (22 Days) | July 22 | July 30 |
| August | 5 Days | August 21 | August 29 |

Certification: Payroll Certification Report