

ACADEMIC PAYMENT SCHEDULE Fall 2019 - Spring 2020

As a Cal Poly Pomona faculty member, you are either appointed for a semester or an academic year. How you are appointed determines your pay schedule. In general, an employee hired for one semester receives six equal pay warrants over a six-month period. An employee hired for an academic year receives twelve pay warrants over a twelve-month period. Below are the most common pay schedules:

| FALL ONLY APPOINTMENT. Faculty working fall semester are paid in 6 equal payments | | | | |
|--|---------------------|----------|-----------------------------|---|
| Pay Period | Pay Period Dates | Payday | Direct Deposit Posting Date | Payment # |
| Sep-19 | 08/19/19 - 09/30/19 | 09/30/19 | 10/01/19 | Fall - Warrant # 1 ^a |
| Oct-19 | 10/01/19 - 10/30/19 | 10/30/19 | 10/31/19 | Fall - Warrant # 2 |
| Nov-19 | 10/31/19 - 11/30/19 | 11/27/19 | 12/02/19 | Fall - Warrant # 3 |
| Dec-19 | 12/01/19 - 12/31/19 | 12/31/19 | 01/02/20 | Fall - Warrant # 4 |
| Jan-20 | 01/01/20 - 01/30/20 | 01/30/20 | 01/31/20 | Fall - Warrant # 5 |
| Feb-20 | 01/31/20 - 02/29/20 | 02/28/20 | 03/02/20 | Fall - Warrant # 6 (Final) ^b |

| SPRING ONLY APPOINTMENT. Faculty working spring semester are paid in 6 equal payments | | | | |
|--|---------------------|----------|-----------------------------|---|
| Pay Period | Pay Period Dates | Payday | Direct Deposit Posting Date | Payment # |
| Feb-20 | 01/17/20 - 02/29/20 | 02/28/20 | 03/02/20 | Spring - Warrant # 1 ^c |
| Mar-20 | 03/01/20 - 03/31/20 | 03/31/20 | 04/01/20 | Spring - Warrant # 2 |
| Apr-20 | 04/01/20 - 04/30/20 | 04/30/20 | 05/01/20 | Spring - Warrant # 3 |
| May-20 | 05/01/20 - 05/31/20 | 05/29/20 | 06/01/20 | Spring - Warrant # 4 |
| Jun-20 | 06/01/20 - 06/30/20 | 06/30/20 | 07/01/20 | Spring - Warrant # 5 |
| Jul-20 | 07/01/20 - 07/30/20 | 07/30/20 | 07/31/20 | Spring - Warrant # 6 (Final) ^b |

| ACADEMIC YEAR APPOINTMENT. Faculty working a full academic year (AY) are paid in 12 equal payments. | | | | |
|--|---------------------|----------|-----------------------------|--|
| Pay Period | Pay Period Dates | Payday | Direct Deposit Posting Date | Payment # |
| Sep-19 | 08/19/19 - 09/30/19 | 09/30/19 | 10/01/19 | Fall - Warrant # 1 ^a |
| Oct-19 | 10/01/19 - 10/30/19 | 10/30/19 | 10/31/19 | Fall - Warrant # 2 |
| Nov-19 | 10/31/19 - 11/30/19 | 11/27/19 | 12/01/19 | Fall - Warrant # 3 |
| Dec-19 | 12/01/19 - 12/31/19 | 12/31/19 | 01/02/20 | Fall - Warrant # 4 |
| Jan-20 | 01/01/19 - 01/30/19 | 01/30/20 | 01/31/20 | Fall - Warrant # 5 |
| Feb-20 | 01/17/20 - 02/29/20 | 02/28/20 | 03/02/20 | Spring - Warrant # 1 ^d |
| Mar-20 | 03/01/20 - 03/31/20 | 03/31/20 | 04/01/20 | Spring - Warrant # 2 |
| Apr-20 | 04/01/20 - 04/30/20 | 04/30/20 | 05/01/20 | Spring - Warrant # 3 |
| May-20 | 05/01/20 - 05/31/20 | 05/29/20 | 06/01/20 | Spring - Warrant # 4 |
| Jun-20 | 06/01/20 - 06/30/20 | 06/30/20 | 07/01/20 | Spring - Warrant # 5 |
| Jul-20 | 07/01/20 - 07/30/20 | 07/30/20 | 07/31/20 | Spring - Warrant # 6 (Final) ^b |
| Aug-20 | 07/31/20 - 08/31/20 | 08/31/20 | 09/01/20 | Warrant #6 of 12 (6th pay warrant for Fall) ^e |

The 2019-2020 Academic Year consists of 85 academic workdays during the Fall 2019 Semester and 85 academic work days during the Spring 2020 semester.

A Lecturer or AY Teaching Associate initially hired to teach Fall only and then appointed to teach Spring also, will be paid as if working an academic year.

- a. The first warrant of the Fall Semester includes Academic Days worked August 19, 2019 through September 30, 2019.
- b. Late starts, leaves without pay, or dock time during a semester can affect the 6th pay warrant for that semester. Time-base changes will affect the upcoming and future pay warrants.
- c. The first warrant of the Spring Semester includes Academic Days worked January 17, 2020 through February 29, 2019.
- d. The first warrant of the Spring Semester may vary in amount from Fall Warrant #5 due to a change in Time Base/Units from Fall to Spring.
- e. The 12th warrant reflects the Time Base/Units of the preceding Fall appointment and the effect of any late starts, leaves without pay, or dock time during a semester which can affect the 6th pay warrant for that semester.