

## **Contracted Faculty of Practice –Pay Information – SUMMER TERM**

*To initiate payment for your course we must receive a signed/acknowledged contract.*

**Contracted Faculty of Practice are paid on a monthly basis**, on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a weekend or holiday, payment is made the Friday before.

**Payments begin the month after the Term of your course starts.** For example, if the Term starts in May, payments begin in June. If the Term starts in July, payments begin in August, etc.

**The number of payments you will receive for each course is determined by the number of months the Term of your course runs (according to the “bookend dates” set by the Registrar).** For example, if the Term starts in May and ends in August, total compensation is divided into 4 payments. If the Term runs from July to August, pay is divided by 2, etc.

### **PAYMENT EXAMPLES for Summer Term**

**Term 1** runs May-June (2 months)

Compensation: \$2,400 = 2 payments of \$1,200.00 each, paid in June/July

**Term 2** runs July-August (2 months)

Compensation: \$2,400 = 2 payments of \$1,200.00 each, paid in August/September

**Full Term** runs May-August (4 months)

Compensation: \$2,400 = 4 payments of \$600 each, paid in June/July/August/September

### **PAY DATES for Summer Term 2020**

June 5

July 3

August 5

September 4

#### **Please Note:**

Payments for Independent Studies, Mentorships, Internships, etc. are made following completion, by requisition from the Department Chair.

**Payroll information is also available on Concordia’s Human Resources webpage:**

<https://concordia.csp.edu/humanresources/payroll/>