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## Faculty/Academic Pay Schedules Quarters and Semesters

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This email is designed to assist faculty/academic employees in understanding the payroll schedule for the 2017/18 academic year and to provide information on how pay will be issued for semester terms in 2018/19.

### Quarter Schedule Academic Year Appointments Fall 2017, Winter 2018, and Spring 2018

With the quarter schedule, academic-year employees who work for a full academic year are paid 12 monthly paychecks in the following pattern:

<b>Fall Pay Periods:</b>	<b>Winter Pay Periods:</b>	<b>Spring Pay Periods:</b>
<ul style="list-style-type: none"><li>• September</li><li>• October</li><li>• November</li><li>• December</li></ul>	<ul style="list-style-type: none"><li>• January</li><li>• February</li><li>• March</li><li>• August</li></ul>	<ul style="list-style-type: none"><li>• April</li><li>• May</li><li>• June</li><li>• July</li></ul>

### Semester Schedule Academic Year Appointments Fall 2018, and Spring 2019

With the semester schedule, academic-year employees who work for a full academic year are paid 12 monthly paychecks in the following pattern:

<b>Fall Pay Periods:</b>	<b>Spring Pay Periods:</b>
<ul style="list-style-type: none"><li>• September</li><li>• October</li><li>• November</li><li>• December</li><li>• January</li><li>• August</li></ul>	<ul style="list-style-type: none"><li>• February</li><li>• March</li><li>• April</li><li>• May</li><li>• June</li><li>• July</li></ul>

Note: When the fourth check for Winter Quarter or the sixth check for Fall Semester issues at the end of the academic year cycle, it is at the timebase for that term and not based on the time base for subsequent terms.

## Settlements for One Quarter and Two Quarter Appointees to Change to Standard Pay Checks for Each Term

**Beginning with Winter Quarter 2018 and ongoing, Payroll will no longer process early settlements in order to avoid gaps in pay as we start to transition to the semester pay schedule.** Also, by maintaining the normal paycheck schedule, we will also avoid potential gaps in coverage for single term faculty who have medical insurance through the University as part of the Affordable Care Act.

Each term, the paychecks will be split (four for each quarter, six for each semester) and paid in consecutive month order for these individual term appointments. Once we convert to the semester schedule, if a single term appointee receives an additional term appointment in the same academic year, the pay will follow the applicable pattern referenced above for academic year appointees.

### First Paycheck for Fall 2018

Those teaching Fall 2018 will begin the term on August 20, 2018, and the **first paycheck will be issued at the end of the September pay period (September 30, 2018)**. Likewise, those who start Spring 2019 semester will start the term on January 22, 2019 and the **first paycheck for Spring will be issued at the end of the February pay period (February 28, 2019)**.

## Health Benefits Eligibility for Temporary Academic Year (AY) Lecturers and Coaches

### Qualifications:

- Appointed to at least .40 time base (Six WTU's or greater) per semester
- Qualifying academic year appointments – Earliest benefit coverage effective date is October 1 and coverage is through September 30.
- Fall Appointment – Earliest benefit coverage effective date is October 1 through March 31.
- Spring Appointment – Earliest benefit coverage effective date is March 1 through August 31.
- The benefits effective date is the first of the month following the request to enroll submission date. Human Resources cannot request retroactive benefit coverage.

## Health Benefits Eligibility for Tenure-Track Faculty and Librarians

There is no change to eligibility for Tenure Track Faculty and Librarians. Must be appointed at a time base of half-time or greater (7.5 WTU's).

- Fall Appointment – Earliest benefit coverage effective date is October 1.
- Spring Appointment – Earliest benefit coverage effective date is March 1.
- The benefits effective date is the first of the month following the request to enroll submission date. Human Resources cannot request retroactive benefit coverage.

## Additional Information and Resources

You can find additional information, including links to the Faculty/Academic Pay Schedule and Frequently Asked Questions (FAQs), on our [Payroll Semester Conversion Information Webpage](#), or you may contact Sandra Davis at [sandradavis@cpp.edu](mailto:sandradavis@cpp.edu), Mary Martinez at [mamartinez@cpp.edu](mailto:mamartinez@cpp.edu) or Jane Self at [jself@cpp.edu](mailto:jself@cpp.edu) with additional questions.



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