

| <b>2024-2025</b>  | <b>Obligation &amp; Payroll Appointment Dates for Academic Year</b>  |                          |                          |                     |   |                    |   |                          |                        |
|---|--|--------------------------|--------------------------|---------------------|---|--------------------|---|--------------------------|------------------------|
|   | Payroll<br>Hire Dates  | Payroll<br>Tentative End | Number of Pay<br>Periods | First Check<br>Date | First Check                                 | Last Check<br>Date | Last Check                                  | Obligation<br>Start Date | Obligation<br>End Date |
| <b>2024 Summer Session - 28020<br/>Fee Payments</b>   | Term 1   | 23-May-24                | 19-Jun-24                | 2 Pay Periods       | 19-Jun-24                                   | 2 Payments         | 3-Jul-24                                    | 28-May-24<br>8-Jul-24    | 1-Jul-24<br>9-Aug-24   |
|   | Term 2   | 4-Jul-24                 | 31-Jul-24                | 2 Pay Periods       | 31-Jul-24                                   | 2 Payments         | 14-Aug-24                                   |                          |                        |
|   | Term 3   | Varies                   | Varies                   |                     |   |                    |   |                          |                        |
|   |  |                          |                          |                     |   |                    |   |                          |                        |
| <b>Full Time Faculty - 28020<br/>Calendar pay basis</b>   | 1-Sep-24   | 31-Aug-25                | 26.0                     | 25-Sep-24           | Full Check<br>(13 of 14 days)               |                    |   | 19-Aug-24                | 18-May-25              |
| <b>Adjunct Faculty &amp; GATA<br/>Fall Appointment</b><br>Bi-Weekly Pay Basis   | 15-Aug-24  | 1-Jan-25                 | 10                       | 11-Sep-24           | Covers 10 days                              | 15-Jan-25          | Full Check<br>Covers 10 days                | 19-Aug-24                | 2-Jan-25               |
| <b>Adjunct Faculty &amp; GATA<br/>Spring Appointment</b><br>Bi-Weekly pay basis   | 2-Jan-25   | 21-May-25                | 10                       | 29-Jan-25           | Covers 10 days                              | 4-Jun-25           | Full Check<br>Covers 10 days                | 3-Jan-25                 | 18-May-25              |
| <b>Adjunct Faculty &amp; GATA<br/>Academic Year App't</b><br>Bi-Weekly pay basis  | 15-Aug-24  | 21-May-25                | 20                       | 11-Sep-24           | Covers 10 days                              | 4-Jun-25           | Full Check<br>Covers 10 days                | 19-Aug-24                | 18-May-25              |
| <b>2025 Winter Session - 28020</b><br>One Fee Payment   | 2-Jan-25   | 15-Jan-25                | 1                        | 29-Jan-25           | 1 Payment                                   |                    |   |                          |                        |
| <b>2024 Summer Salary Payments for 10-<br/>Month Faculty 28020</b>  | <b>*Important: 10-Month faculty summer salary dates may not overlap with the Academic Year Obligation dates.<br/>Use the dates below when processing summer salary payments.</b> |                          |                          |                     |   |                    |   |                          |                        |
| <b>June</b>   | 5/23/2024  | 6/19/2024                | 2                        | 6/19/2024           |   | 7/3/2024           |   |                          |                        |
| <b>July</b>   | 6/20/2024  | 7/17/2024                | 2                        | 7/17/2024           |   | 7/31/2024          |   |                          |                        |
| <b>August</b>   | 7/18/2024  | 8/14/2024                | 2                        | 8/14/2024           |   | 8/28/2024          |   |                          |                        |
| <b>Federal Work Study - 28023</b><br>Academic Year Grant<br>Hourly pay basis  | 20-Aug-24  | 7-May-25                 |                          |                     | Dependent on<br>submittal of<br>time record |                    | Dependent on<br>submittal of time<br>record |                          |                        |
| <b>Student Assistant - 28021</b><br><br>Payroll active throughout calendar<br>year. Hourly (or) Fee Pay Basis   | Varies   | -                        | -                        | -                   | Dependent on<br>submittal of<br>time record | -                  | Dependent on<br>submittal of time<br>record | -                        | -                      |
| <p><b>NOTE: CHECK DATES ARE CONTINGENT UPON THE TIMELY COMPLETION OF AN I-9 FORM, A HR FORM NOTIFICATION OF APPOINTMENT, SUBMISSION OF ALL DEGREE INFORMATION WHERE REQUIRED AND THE INPUT OF THE DATA INTO SUNY HR SYSTEM.</b></p> <p><b>ABILITY TO SECURE CAMPUS ID CARD AND SYSTEMS ACCESS IS CONDITIONAL ON THE SUBMITTAL OF THE HR FORM NOTIFICATION OF APPOINTMENT. CARDS CAN BE SECURED 7 DAYS PRIOR TO START DATE FOR PROFESSIONAL AND CLASSIFIED EMPLOYEES AND UP TO 90 DAYS FOR FACULTY IF APPOINTMENT HAS BEEN REPORTED TO HUMAN RESOURCES IN ADVANCE.</b></p> |  |                          |                          |                     |   |                    |   |                          |                        |