

2019 – 2020

FACULTY & GRADUATE ASSISTANT EMPLOYMENT DATES

Regular & Fixed-Term Faculty

Regular and fixed-term faculty who have academic year appointments generally have work expectation beginning with the start of Faculty Preparation Week and continuing through the Grade Submission Due Date.

Employment Dates Fall 2019: August 19, 2019 – December 18, 2019

*Payroll Dates Fall 2019: 08-16-2019 thru 12-31-2019

Employment Dates Spring 2020: January 9, 2020 – May 13, 2020

*Payroll Dates Spring 2020: 01-01-2020 thru 05-15-2020

Graduate Assistants

Graduate assistants who have academic year appointments generally have work expectation beginning with the Friday before classes begin and continuing through Final Examination Week, with teaching GAs having work expectation through the Grade Submission Due Date (for grade reporting). GAs will typically not have work expectation during recesses (i.e. Thanksgiving recess or spring recess) or national holidays when CMU business offices are closed (i.e. Labor Day); however, work over these days may be necessary in some program areas, depending on the nature of the GA's work. In instances of scheduled class cancellations when the University otherwise remains opens (i.e. MLK Day and Gentle Break), GAs are expected to fulfill their work responsibilities, as applicable. Specific work schedules should be established by the supervisor.

Graduate assistants are paid on the bi-weekly payroll cycle, the same as hourly student employees. GA stipends are spread over the pay periods which most closely correspond to the academic year and subsequent summer sessions, so **pay dates may not reflect work expectation dates**.

Employment Dates Fall 2019: August 23, 2019 – December 18, 2019

*Payroll Dates Fall 2019: 08-25-2019 thru 12-28-2019

Employment Dates Spring 2020: January 10, 2020 – May 13, 2020

*Payroll Dates Spring 2020: 12-29-2019 thru 05-02-2020

Employment Dates Summer 2020: May 17, 2020 – August 08, 2020

*Payroll Dates Summer I 2020: 05-03-20 thru 06-27-20

*Payroll Dates Summer II 2020: 06-28-20 thru 08-22-20

***IMPORTANT:** Payroll dates should be used on all Personnel Transaction forms unless the individual's appointment dates deviate from the general work expectation dates. If an individual is starting work before or after the first day of work expectation, or will be ending work prior to the end of the semester, use actual work dates.