



ACADEMIC PAYMENT SCHEDULE Fall 2018 - Spring 2019

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-18	08/20/18 - 09/30/18	09/30/18	10/01/18	Fall - Warrant # 1 ^a
Oct-18	10/01/18 - 10/30/18	10/30/18	10/31/18	Fall - Warrant # 2
Nov-18	10/31/18 - 11/29/18	11/29/18	11/30/18	Fall - Warrant # 3
Dec-18	11/30/18 - 12/31/18	12/31/18	01/02/19	Fall - Warrant # 4
Jan-19	01/01/19 - 01/30/19	01/30/19	01/31/19	Fall - Warrant # 5
Feb-19	01/31/19 - 02/28/19	02/28/19	03/01/19	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-19	01/22/19 - 02/28/19	02/28/19	03/01/19	Spring - Warrant # 1 ^c
Mar-19	03/01/19 - 03/31/19	03/29/19	04/01/19	Spring - Warrant # 2
Apr-19	04/01/19 - 04/30/19	04/30/19	05/01/19	Spring - Warrant # 3
May-19	05/01/19 - 05/30/19	05/30/19	05/31/19	Spring - Warrant # 4
Jun-19	05/31/19 - 06/30/19	06/28/19	07/01/19	Spring - Warrant # 5
Jul-19	07/01/19 - 07/30/19	07/30/19	07/31/19	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-18	08/20/18 - 09/30/18	09/30/18	10/01/18	Fall - Warrant # 1 ^a
Oct-18	10/01/18 - 10/30/18	10/30/18	10/31/18	Fall - Warrant # 2
Nov-18	10/31/18 - 11/29/18	11/29/18	11/30/18	Fall - Warrant # 3
Dec-18	11/30/18 - 12/31/18	12/31/18	01/02/19	Fall - Warrant # 4
Jan-19	01/01/19 - 01/30/19	01/30/19	01/31/19	Fall - Warrant # 5
Feb-19	01/22/19 - 02/28/19	02/28/19	03/01/19	Spring - Warrant # 1 ^d
Mar-19	03/01/19 - 03/31/19	03/29/19	04/01/19	Spring - Warrant # 2
Apr-19	04/01/19 - 04/30/19	04/30/19	05/01/19	Spring - Warrant # 3
May-19	05/01/19 - 05/30/19	05/30/19	05/31/19	Spring - Warrant # 4
Jun-19	05/31/19 - 06/30/19	06/28/19	07/01/19	Spring - Warrant # 5
Jul-19	07/01/19 - 07/30/19	07/30/19	07/31/19	Spring - Warrant # 6 (Final) ^b
Aug-19	07/31/19 - 08/29/19	08/29/19	08/30/19	Warrant #6 of 12 (6th pay warrant for Fall) ^e

The 2018-2019 Academic Year consists of 85 academic workdays during the Fall 2018 Semester and 85 academic work days during the Spring 2019 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 20, 2018 through September 30, 2018.
- 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 22, 2019 through February 28, 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.