Adjunct and Overload Contract Fact Sheet
Summer Semester 2014

PAPERWORK – Must be on file in HR before the semester begins. The completed packet must be delivered in person to Human Resources, Rhodes Hall, Room 115. Hours are Monday through Friday, 8:00 A.M. – 4:30 P.M., incomplete paperwork will cause delays in processing contract pay. Contact Human Resources at 614-287-2408.

New Faculty orientation sessions will be held online. To register, please go to http://bit.ly/1cm5SIt.

ADJUNCT & OVERLOAD CONTRACTS – Will be available on CougarWeb beginning June 6, 2014. Instructors will receive an e-mail through their GroupWise account informing them their contract is ready to be approved. The e-mail will have a direct link to CougarWeb. Instructors will select “For Faculty” and log-in using their GroupWise log-in and proceed to My Contracts, then Assignment Contract Approval. Each assignment will need to be accepted. If you have questions, please contact your department or Michele Arnold (contact info below). The deadline to accept contracts is June 13, 2014 by 3:00 p.m.

PLEASE NOTE - THERE ARE 6 PAY DATES IN SUMMER SEMESTER

Contract Payment: Your total contract amount is spread over equal increments on the dates listed below:

Full Term: 06/30/14; 07/15/14; 07/31/14; 08/15/14; 08/29/14; 09/15/14

1st 8 Week Term: 06/30/14; 07/15/14; 07/31/14; 08/15/14

1st 5 Week Term: 06/30/14; 07/15/14; 07/31/14

2nd 5 Week Term: 07/31/14; 08/15/14; 08/29/14

Flex Term contracts are paid on the second pay date following the completion of the course. Summer semester flex classes will not be paid before the first pay date of June 30, 2014.

ADJUNCT INSTRUCTOR PAY RATE - $47.45 per contact/load hour.

PAY CHECKS – The first check of your initial teaching with Columbus State must be picked up in the Payroll Office, unless you turned in your paperwork 2 weeks prior to the beginning of the semester. Paychecks are available in the Payroll Office (Rhodes Hall 115) on paydays after 10:00am.

Subsequent checks will be directly deposited into your chosen account on payday. Deposit advices will be available online via CougarWeb the day before payday.

QUESTIONS: Contact Michele Arnold at 614-287-5844, rarnold@csc.edu