

Adjunct and Overload Contract Fact Sheet Spring Semester 2019

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.

Access New Faculty Orientation materials at: <http://legacy.csc.edu/about/faculty/orientation.shtml>

ADJUNCT & OVERLOAD CONTRACTS – Will be **available** on **CougarWeb** beginning **January 25, 2019**. Instructors will receive an e-mail through their Outlook account informing them their contract is ready to be approved. Instructors will proceed to CougarWeb, select “For Faculty” and log-in using their Outlook 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, Lisa or Joanna (contact info below). The **deadline** to accept contracts is **February 1, 2019 by 3:00 p.m.**

PLEASE NOTE - THERE ARE 9 PAY DATES IN SPRING SEMESTER

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

Full Term: 2/14/19, 2/28/19, 3/15/19, 3/29/19, 4/15/19, 4/30/19, 5/15/19, 5/31/19, 6/14/19

1st 8 Week Term: 2/14/19, 2/28/19, 3/15/19, 3/29/19

2nd 8 Week Term: 4/15/19, 4/30/19, 5/15/19, 5/31/19, 6/14/19

B-Term: 3/15/19, 3/29/19, 4/15/19, 4/30/19, 5/15/19, 5/31/19, 6/14/19

1st 5 Week Term: 2/14/19, 2/28/19, 3/15/19

2nd 5 Week Term: 3/15/19, 3/29/19, 4/15/19

3rd 5 Week Term: 4/30/19, 5/15/19, 5/31/19, 6/14/19

Flex Term contracts are paid on the second pay date following the completion of the course. **Spring semester flex** classes will not be paid before the first pay date of January 31, 2019.

ADJUNCT INSTRUCTOR PAY RATE - \$51.37 per contact/load hour.

PAY CHECKS – The **first check** of your initial teaching with Columbus State must be picked up in the Cashier’s Office, unless you turned in your paperwork 2 weeks prior to the beginning of the semester. Paychecks are available in the Cashier’s Office (Rhodes Hall, 2nd Floor) 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 Lisa Rieder at 614-287-3886, lrieder@csc.edu or Joanna Villanueva-Antjas at 614-287-2796, jvillanu@csc.edu