DIVISION OF ADMINISTRATION & FINANCE

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Dear Adjuncts/Faculty:

Below are the contract due dates to be added to PeopleSoft for Adjunct Contracts and Faculty Course Overloads for Fall 23 – Summer 24.

Semester	Session	Start of Class	Contract due to Budget or Grants	Contract due to HR	Contract to be enter in PeopleSoft for Payroll	# of Pays	First Pay
Fall 23	1	8/28/2023	8/25/2023	9/1/2023	9/5/2023	3	10/4/2023
Fall 23	2	10/23/2023	10/16/2023	10/21/2023	10/24/2022	3	11/15/2023
Fall 23	3	8/28/2023	8/25/2023	9/1/2023	9/5/2023	6	10/4/2023
Semester	Session	Start of Class	Contract due to Budget or Grants	Contract due to HR	Contract to be enter in PeopleSoft for Payroll	# of Pays	First Pay
Winter 24	1	1/2/2024	1/3/2024	1/8/2024	1/13/2024	1	2/7/2024
Semester	Session	Start of Class	Contract due to Budget or Grants	Contract due to HR	Contract to be enter in PeopleSoft for Payroll	# of Pays	First Pay
Spring 24	1	1/29/2024	1/22/2024	1/27/2024	2/1/2024	4	3/6/2024
Spring 24	2	3/25/2024	3/22/2024	3/27/2024	4/1/2024	4	5/1/2024
Spring 24	3	1/29/2024	1/22/2024	1/27/2024	2/1/2024	8	3/6/2024
Semester	Session	Start of Class	Contract due to Budget or Grants	Contract due to HR	Contract to be enter in PeopleSoft for Payroll	# of Pays	First Pay
Summer 24	1	6/3/2024	5/22/2024	5/28/2024	6/3/2024	2	7/10/2024
Summer 24	2	7/10/2024	6/24/2024	7/1/2024	7/8/2024	2	8/7/2024
Summer 24	3	6/3/2024	5/22/2024	5/28/2024	6/3/2024	4	7/10/2024

If you have any questions regarding the payment schedule, please submit an email inquiry to payroll@bowiestate.edu.