

Payroll Process

An ePAR must be submitted to place the employee on payroll each semester, using the dates on the following chart:

Academic Session	Effective Payroll Dates	FTE (for 3 semester credit hours)*	Equivalent Hours per Week*
Fall	09/01 – 1/15	25%	10
Fall 8W1 (8 week 1)	09/01 – 10/31	50%	20
Fall 8W2 (8 week 2)	11/01 – 12/31	50%	20
Winter Session	12/01- 1/15	50%	20
Spring	1/16 – 5/31	25%	10
Spring 8W1 (8 week 1)	1/01 – 2/28	50%	20
Spring 8W2 (8 week 2)	3/01– 4/30	50%	20
Summer 3W1 (3 week 1)	06/01 – 7/15	50%	20
Summer 8W1 (8 week 1)	06/01 – 7/15	50%	20
SUM (summer)	06/01 – 8/31	25%	10
Summer 5W 1 (5 week 1)	06/1- 7/15	50%	20
Summer 10W (10 week)	6/1 – 8/31	25%	10
Summer 5W2 (5 week 2)	7/16 – 8/31	50%	20
Summer 8W2 (8 week 2)	7/16 – 8/31	50%	20

*Prorate FTE for courses that are larger or smaller than 3 semester credit hours.

**Dates will vary from year to year. Watch for annual instructions from Academic Resources.

Contact Information

Questions regarding the Adjunct Instructor process should be addressed to Chance McMillan, 940-565- 2138, or Chance.McMillan@unt.edu