

**Follow Up to January 23, 2018 Question
from Trustee Donald**

re: Associate Faculty Payroll Schedule

Question: Can the Associate Faculty Payroll be changed so that they receive a check in January?

Answer:

Collin College's associate faculty are paid in four (4) equal installments for each of the long 16-week semesters. In both the fall and spring semesters, classes for the semester begin after the payroll cut-off date. For example, in August 2017, classes began August 28, but the payroll cut-off date for processing the August payroll was August 15. For Spring 2018, classes began (early this year) on January 16. The payroll cut-off date for processing the January payroll was January 15. In addition, the faculty load report must be complete and approved prior to the payroll cutoff date, but academic divisions are continuing to make assignments for added classes and schedule shifts well into the first week of classes. Associate faculty are informed about payroll schedules as a part of their new employee information packet and the schedule is also published on the Human Resources web page so employees can appropriately plan.

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