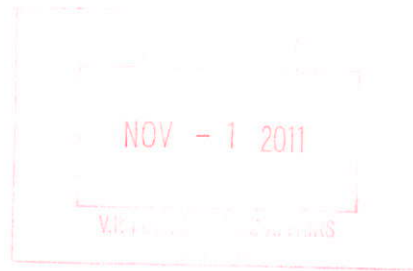


**MEMORANDUM**

**TO:** All APSU Departments

**FROM:** Tristan Denley, Provost/VP  
Academic Affairs

Mike Hamlet, Director  
Human Resources



**SUBJECT:** Overload and Adjunct Pay Schedule - Spring/Summer, 2012

**DATE:** November 1, 2011

The following is a schedule of pay dates for overload and adjunct pay for classes taught between January 12, 2012 and August 10, 2012. **Please notify your regular and adjunct faculty of the appropriate dates for pay. Pay Forms must be complete and received in HR by due date in order for payment to be issued on stated pay date.**

<b>ON-CAMPUS</b>		<b>Pay Date</b>	<b>Pay Forms Due to HR</b>
<b>Spring, 2012</b> (01/12/12 - 05/04/12)	<u>Regular Employees</u>	<u>April 30, 2012</u>	02/29/12
	Adjunct	February 29, 2012	02/10/12
		March 30, 2012	
		April 30, 2012	
		May 31, 2012	
<b>May Session, 2012</b> (05/14/12 - 06/01/12)	<u>Regular Employees</u>	<u>May 31, 2012</u>	05/21/12
	Adjunct	June 29, 2012	05/21/12
<b>Summer 1, 2012</b> (06/04/12 - 07/06/12)	<u>Regular Employees</u>	<u>July 31, 2012</u>	06/29/12
	Adjunct	June 29, 2012	06/15/12
		July 31, 2012	
<b>Summer 2, 2012</b> (07/09/12 - 08/10/12)	<u>Regular Employees</u>	<u>August 31, 2012</u>	07/31/12
	Adjunct	August 31, 2012	07/31/12
<b>Full Summer, 2012</b> (06/04/12 - 08/10/12)	<u>Regular Employees</u>	<u>August 31, 2012</u>	06/29/12
	Adjunct	June 29, 2012	06/15/12
		July 31, 2012	
		August 31, 2012	
<b><u>APSU at FT. CAMPBELL</u></b>			
<b>Spring 1, 2012</b> (01/07/12 - 03/02/12)	<u>Regular Employees</u>	<u>February 29, 2012</u>	02/10/12
	Adjunct	February 29, 2012	02/10/12
		March 30, 2012	
<b>Spring 2, 2012</b> (03/10/12 - 05/04/12)	<u>Regular Employees</u>	<u>April 30, 2012</u>	03/30/12
	Adjunct	April 30, 2012	04/10/12
		May 31, 2012	
<b>Summer 3, 2012</b> (05/29/12 - 07/23/12)	<u>Regular Employees</u>	<u>July 31, 2012</u>	06/29/12
	Adjunct	June 29, 2012	06/11/12
		July 31, 2012	