



## Payroll FAQ – 2024-2025

### **How much am I getting paid?**

Please refer to the faculty compensation document below for pay grade information.

### **How do I find my pay grade?**

Please go to the Faculty Information Services quick link on the [portal](#) and click on the employee information link to see your pay grade.

### **When do I get paid?**

Pay start and end dates are dependent on the start and end dates of each individual class. For example, classes that start between 09/03/24 and 09/15/24, will not begin receiving payment until **09/19/24**, as this follows the biweekly payroll processing schedule.

Please refer to the Faculty Payroll Dates schedule below to determine when your first payment will be made.

**NOTE FOR NEW INSTRUCTORS: Your first paycheck will be a paper check, not direct deposit, and it will be mailed to the address you listed as your primary address in UKG.** Make sure you have the correct address listed by logging into UKG and viewing your “employee summary.” If it is incorrect, you can change it in UKG by clicking “change name, address, or telephone” in the menu to the right.

### **Am I in the union?**

Please go to the Faculty Information Services quick link on the [portal](#) and click on the employee information link to see if you are a Union member.

### **Where can I find the union contract?**

The union contract can be found at [Teach@CCV](#) by searching for “faculty contract” or navigating to documents and clicking on the HR folder.

**Please scroll down for compensation and pay date information.**





## CCV Faculty Compensation

### Academic Year 2024 - 2025

Faculty shall be paid at the following rates for credit work:

#### Academic Year 2024-2025 faculty rate per credit:

#### Cancellation Stipend

Base pay	\$1,455	(\$109)
Pay grade 1	\$1,499	(\$112)
Pay grade 2	\$1,561	(\$117)
Pay grade 3	\$1,626	(\$122)

**Course Cancellation Stipend:** Equal to 7.5% of the per credit pay.

#### Independent Studies:

\$750 per three-credit course, and \$1000 per four-credit course.

All independent studies must be approved in advance by the Coordinator or designee.

**Lab science courses:** Fixed stipend of \$2,556 for each lab science course.

**Small Group Guided Study:** 75% regular instructor rate for 2/3 contact hours.

**Please scroll down for pay date information**



## Faculty Payroll Dates 2024-2025

**\*Please Note:** Pay start and end dates are dependent on the start and end date of each individual class.

IE: Classes that start between 09/03/2024 and 09/13/2024, will not begin receiving payment until **09/19/24**, as this follows the biweekly payroll processing schedule.

Additionally, unsigned contracts may result in delayed payment. Any payment delayed due to unsigned contracts will result in total compensation being paid evenly over the remaining pay periods available based on the course end date.

### Faculty Payroll for Fall 2024

*September 3 – First day of classes*

*December 16– Last day of classes*

*Maximum of 8 available payrolls possible during the semester*

*Cancellation fees paid during first payroll, whenever possible*

Fall 2024			
Pay Period Dates		Pay Date	Payroll #
8/31/2024	9/13/2024	9/19/2024	1
9/14/2024	9/27/2024	10/3/2024	2
9/28/2024	10/11/2024	10/17/2024	3
10/12/2024	10/25/2024	10/31/2024	4
10/26/2024	11/8/2024	11/14/2024	5
11/9/2024	11/22/2024	11/28/2024	6
11/23/2024	12/6/2024	12/12/2024	7
12/7/2024	12/20/2024	12/26/2024	8

## Faculty Payroll for Spring 2025

*January 21 – First day of classes*

*May 5 – Last day of classes*

*Maximum of 8 available payrolls possible during the semester*

*Cancellation fees paid during first payroll, whenever possible*

### Spring 2025 2024

Pay Period Dates		Pay Date	Payroll #
1/18/2025	1/31/2025	2/6/2025	1
2/1/2025	2/14/2025	2/20/2025	2
2/15/2025	2/28/2025	3/6/2025	3
3/1/2025	3/14/2025	3/20/2025	4
3/15/2025	3/28/2025	4/3/2025	5
3/29/2025	4/11/2025	4/17/2025	6
4/12/2025	4/25/2025	5/1/2025	7
4/26/2025	5/9/2025	5/15/2025	8

## Faculty Payroll for Summer 2025

*May 19 – First day of classes*

*August 11 – Last day of classes*

*Maximum of 7 available payrolls possible during the semester*

*Cancellation fees paid during first payroll, whenever possible*

### Summer 2025

Pay Period Dates		Pay Date	Payroll #
5/10/2025	5/23/2025	5/29/2025	1
5/24/2025	6/6/2025	6/12/2025	2
6/7/2025	6/20/2025	6/26/2025	3
6/21/2025	7/4/2025	7/10/2025	4
7/5/2025	7/18/2025	7/24/2025	5
7/19/2025	8/1/2025	8/7/2025	6
8/2/2025	8/15/2025	8/21/2025	7

### What if I have additional questions?

Please contact the UKG employee services team via the [HR\UKG help desk](#) ticket system. The HR\UKG help desk link is under employee services in the portal. To reach our VSC Employee Services team by phone please call: 802-224-3060.