

PAY AND BENEFITS OVERVIEW

Instructional Faculty, Lecturers and Teaching Associates Academic Year 2023-2024

Pay Distribution

SDSU pays instructional faculty, lecturers, and teaching associates according to the academic pay plan. Individuals hired for one semester will receive their contract amount in six installments/pay warrants. Those hired for an academic year will receive their contract amount in twelve installments/pay warrants. The subsequent pages provide additional details on academic pay plans.

Benefits Eligibility Requirements

Instructional faculty and teaching associates are eligible to enroll in benefits coverage if appointed at least 50% (equivalent to 7.5 weighted teaching units) for at least six months and one day. Lecturers are eligible to enroll in benefits coverage if appointed at least 40% (equivalent to 6 weighted teaching units) for at least one semester.

Benefits Coverage Dates

The earliest effective date for health benefits is October 1, 2023 for fall 2023 appointments, and March 1, 2024 for spring 2024 appointments. If you currently have coverage through another employer, you may want to explore continuing this coverage under COBRA until the effective date of your SDSU coverage.

The effective date of coverage through SDSU is determined by the issue date of the first pay warrant **and** the date on which you submit your benefits enrollment through *e*-Benefits Self Service. Benefit enrollment is not an automatic process; you must make your elections via *e*-Benefits Self Service by September 30, 2023 for coverage to be effective October 1, 2023, and by February 29, 2024 for coverage to be effective March 1, 2024 (for spring 2024 appointments).

In addition, premiums are paid in advance for the following month's health benefits coverage. Therefore, an accounts receivable may be created and sent to you for any premiums not deducted from your initial pay warrant(s).

Academic Dates

Following are key academic days, an overview of the academic pay plan, pay day and direct deposit posting dates, and benefit effective dates.

- **First and last academic workdays (Fall 2023): August 17, 2023 - December 29, 2023**
- **First and last academic workdays (Spring 2024): January 16, 2024 - May 16, 2024**

Appointment for Fall 2023 Only

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
September 2023	Fall - 1	September 29, 2023	October 2, 2023	Effective as early as October 1, 2023
October 2023	Fall - 2	October 31, 2023	November 1, 2023	
November 2023	Fall - 3	November 30, 2023	December 1, 2023	
December 2023	Fall - 4	December 29, 2023	January 2, 2024	
January 2024	Fall - 5	January 30, 2024	January 31, 2024	
February 2024	Fall - 6	February 29, 2024	March 1, 2024	*Effective through March 31, 2024

***If you had a benefits-qualifying appointment in the fall 2023 semester, and receive a subsequent non-qualifying spring appointment, your benefits will end on February 29, 2024.**

Fall 2023/Spring 2024 (Academic Year) Appointment

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
September 2023	Fall - 1	September 29, 2023	October 2, 2023	Effective as early as October 1, 2023
October 2023	Fall - 2	October 31, 2023	November 1, 2023	
November 2023	Fall - 3	November 30, 2023	December 1, 2023	
December 2023	Fall - 4	December 29, 2023	January 2, 2024	
January 2024	Fall - 5	January 30, 2024	January 31, 2024	
February 2024	Spring - 1*	February 29, 2024	March 1, 2024	
March 2024	Spring - 2	March 29, 2024	April 2, 2024	
April 2024	Spring - 3	April 30, 2024	May 1, 2024	
May 2024	Spring - 4	May 30, 2024	May 31, 2024	
June 2024	Spring - 5	June 28, 2024	July 1, 2024	
July 2024	Spring - 6	July 30, 2024	July 31, 2024	
August 2024	Fall - 6**	August 29, 2024	August 30, 2024	Effective through September 30, 2024

***If you had a benefits-qualifying academic year appointment, but your time-base is reduced to a non-qualifying appointment in the spring 2024 semester, your benefits will end on February 29, 2024.**

****If your time-base changes between the fall and spring semesters, your August 2024 pay warrant will reflect the fall 2023 time-base.**

Appointment for Spring 2024 Only

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
February 2024	Spring - 1	February 29, 2024	March 1, 2024	Effective as early as March 1, 2024
March 2024	Spring - 2	March 29, 2024	April 2, 2024	
April 2024	Spring - 3	April 30, 2024	May 1, 2024	
May 2024	Spring - 4	May 30, 2024	May 31, 2024	
June 2024	Spring - 5	June 28, 2024	July 1, 2024	
July 2024	Spring - 6	July 30, 2024	July 31, 2024	Effective through August 31, 2024

Spring 2024 Appointment that continues into the Subsequent Academic Year

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
February 2024	Spring - 1	February 29, 2024	March 1, 2024	Effective as early as March 1, 2024
March 2024	Spring - 2	March 29, 2024	April 2, 2024	
April 2024	Spring - 3	April 30, 2024	May 1, 2024	
May 2024	Spring - 4	May 30, 2024	May 31, 2024	
June 2024	Spring - 5	June 28, 2024	July 1, 2024	
July 2024	Spring - 6	July 30, 2024	July 31, 2024	
August 2024	No pay warrant (first year only)			Effective through August 31, 2024. No benefits during September 2024. Employee must re-enroll to have coverage effective October 1, 2024.

For questions regarding pay and the academic pay plan, please contact Payroll Services at (619) 594-5251 or chr.payroll@sdsu.edu. For questions regarding benefits, please contact Benefits Services at (619) 594-1144 or chr.benefits@sdsu.edu. You may also visit us in person on the 4th floor of the Extended Studies Center, or via our Virtual Front Desk by visiting hr.sdsu.edu.