

## PAY AND BENEFITS OVERVIEW

### *Instructional Faculty, Lecturers and Teaching Associates Academic Year 2024-2025*

#### **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, 2024 for fall 2024 appointments, and March 1, 2025 for spring 2025 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, 2024 for coverage to be effective October 1, 2024, and by February 28, 2025 for coverage to be effective March 1, 2025 (for spring 2025 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 2024): August 19, 2024 - December 31, 2024**
- **First and last academic workdays (Spring 2025): January 17, 2025 - May 22, 2025**

## Appointment for Fall 2024 Only

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
August/ September 2024	Fall - 1	September 30, 2024	October 1, 2024	Effective as early as October 1, 2024
October 2024	Fall - 2	October 30, 2024	October 31, 2024	
November 2024	Fall - 3	November 27, 2024	December 2, 2024	
December 2024	Fall - 4	December 31, 2024	January 2, 2025	
January 2025	Fall - 5	January 30, 2025	January 31, 2025	
February 2025	Fall - 6	February 28, 2025	March 3, 2025	*Effective through March 31, 2025

**\*If you had a benefits-qualifying appointment in the fall 2024 semester, and receive a subsequent non-qualifying spring appointment, your benefits will end on February 28, 2025.**

## Fall 2024/Spring 2025 (Academic Year) Appointment

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
August/ September 2024	Fall - 1	September 30, 2024	October 1, 2024	Effective as early as October 1, 2024
October 2024	Fall - 2	October 30, 2024	October 31, 2024	
November 2024	Fall - 3	November 27, 2024	December 2, 2024	
December 2024	Fall - 4	December 31, 2024	January 2, 2025	
January 2025	Fall - 5	January 30, 2025	January 31, 2025	
February 2025	Spring - 1*	February 28, 2025	March 3, 2025	
March 2025	Spring - 2	March 28, 2025	April 1, 2025	
April 2025	Spring - 3	April 30, 2025	May 1, 2025	
May 2025	Spring - 4	May 30, 2025	June 2, 2025	
June 2025	Spring - 5	June 30, 2025	July 1, 2025	
July 2025	Spring - 6	July 30, 2025	July 31, 2025	
August 2025	Fall - 6**	August 29, 2025	September 2, 2025	Effective through September 30, 2025

**\*If you had a benefits-qualifying academic year appointment, but your time-base is reduced to a non-qualifying appointment in the spring 2025 semester, your benefits will end on February 28, 2025.**

**\*\*If your time-base changes between the fall and spring semesters, your August 2025 pay warrant will reflect the fall 2024 time-base.**

## Appointment for Spring 2025 Only

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
January/ February 2025	Spring - 1	February 28, 2025	March 3, 2025	Effective as early as March 1, 2025
March 2025	Spring - 2	March 28, 2025	April 1, 2025	
April 2025	Spring - 3	April 30, 2025	May 1, 2025	
May 2025	Spring - 4	May 30, 2025	June 2, 2025	
June 2025	Spring - 5	June 30, 2025	July 1, 2025	
July 2025	Spring - 6	July 30, 2025	July 31, 2025	Effective through August 31, 2024

## Spring 2025 Appointment that continues into the Subsequent Academic Year

Pay Period	Installment	Pay Day	Direct Deposit Posting Date	Benefits
January/ February 2025	Spring - 1	February 28, 2025	March 3, 2025	Effective as early as March 1, 2025
March 2025	Spring - 2	March 28, 2025	April 1, 2025	
April 2025	Spring - 3	April 30, 2025	May 1, 2025	
May 2025	Spring - 4	May 30, 2025	June 2, 2025	
June 2025	Spring - 5	June 30, 2025	July 1, 2025	
July 2025	Spring - 6	July 30, 2025	July 31, 2025	
August 2025	No pay warrant (first year only)			Effective through August 31, 2025. No benefits during September 2025. Employee <b>must re-enroll</b> to have coverage effective October 1, 2025.

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