**How am I paid?**

HR processes pay applying two procedural factors:

1. Pay cannot start prior to census date or start date for non-full-term/off-campus sessions.
2. Final pay will occur after official grades are due for the semester.

Also, all information and/or approved changes must be received by processing deadline (~15 days prior to pay date).

Fall & Spring: If sessions/classes are full term/16 weeks, cumulative pay is divided equally in 4 installments.

For sessions that are not full term, pay will be equally divided by three, two or just one payment at the end of term.

Summer: If sessions/classes are full term/10 weeks, cumulative pay is divided equally in 2 installments.

For sessions that are not full term, pay may either be equally divided by two or just one payment at the end of term.

**What are the Affiliate pay dates?**

Pay dates will always be listed on your compensation letter formerly known as contract.

Fall and Spring terms have four (4) pay dates, Summer term have two (2), and Winterim has one (1) pay dates.

Note: Currently, the pay date may vary each month due to avoidance of organization, local, state, federal, & banking closures and avoidance of limited personnel. Example: Typically, a pay date does not occur during Fall or Spring break.

<table>
<thead>
<tr>
<th>201530 Spring:</th>
<th>201540 Summer:</th>
<th>201550 Fall:</th>
<th>201630 Winterim:</th>
<th>201630 Spring:</th>
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</tbody>
</table>

**How do I get my pay slip?**

Pay slips are not mailed but can be printed from Banner Self-Service aka ConnectU.

- Login to ConnectU
- Click on “My Services/Registration” tab
- Click on “My Services/Registration” hyperlink under Banner Links
- Click on “Employee Services Menu” – choose appropriate hyperlink:

**How are pay rates determined?**

MSU Denver’s Board meets in June and discusses the upcoming fiscal year’s budget. One item is Affiliate pay increases which the Board votes upon. If an increase is approved, the percentage is decided and HR will publish rates on paperwork and on the website.

**I have a break in working and it’s been one year. Do I need to complete any HR paperwork?**

Yes, anyone who has not worked one year or more since their last day worked will need to complete all paperwork except the Oath.

**Why doesn’t Payroll Services know when I get paid?**

HR enters all job information received from departments and payroll processes the information. For specific information or clarification, it is best to contact your department first and then your HR representative.

**Who do I contact in HR to complete my new hire/returning AF paperwork?**

Angie Roberts arober56@msudenver.edu 303.556.5055
Thuy Nguyen tnguy247@msudenver.edu 303.556.5030

Contacting HR will start the background process and onboarding.

Open times to turn in the paperwork and go over information: Tues 9am to 10am or Thurs 1pm to 2pm.

Please contact either Angie or the main HR office to sign-up and confirm appointment: 303.556.3120