

Summer Session 2026 Pay Process

Class pay for the summer session will be submitted through Employee Service Center (ESC) onboarding process. An onboarding ticket must be submitted for each faculty member receiving pay for teaching a summer course. The pay policies for full-time and part-time faculty remain unchanged for summer session. Continue to submit supplemental pay forms for any faculty on contract or benefit eligible staff employed during the class period. Departments should work with their Assistant Director, Financial Oversight or primary financial representative to identify the appropriate position number.

Proration Guidelines

Colleges may continue to prorate salaries based on course enrollment. Standard proration rates remain 14 students for graduate courses and 16 students for undergraduate courses. Colleges may set alternate proration baselines as needed, see the [Faculty Salary Schedule](#) for more information.

Departments are responsible for calculating the proration at the time of ticket submission. The deadlines for submission by session are listed below. When prorating, adjust the salary directly on the ticket and include a comment with the proration parameters used and the calculation (e.g., prorate threshold 16, 10 students enrolled, 3 credit course, and pay rate \$2,000/credit is $10/16 \times 3 \times 2,000 =$ total salary of \$3,750). It is recommended to use enrollment as close to the onboarding ticket deadline as possible.

Deadlines

Refer to the [Summer Planning Packet](#) for summer session information/timelines and the [NAU Payroll Schedule](#) for early deadlines/pay dates. When submitting onboarding tickets, select “Winter/Summer Session” from the ePar type drop-down to prioritize processing.

The deadlines to submit the onboarding tickets are as follows:

- **3 week/8 week/12 week** sessions starting May 11, 2026: tickets **due May 13, 2026**
- **1st 5 week/10 Week** sessions starting June 1, 2026: tickets **due May 26, 2026**
- **2nd 5 week** session starting July 6, 2026: tickets **due July 8, 2026**
- Approvals are due following the standard payroll deadlines

Onboarding tickets submitted after these deadlines will be processed but are not guaranteed to make the faculty’s first payday. Departments must communicate with faculty if submission timing is likely to cause paycheck delays.

Requesting Winter Session Onboarding Instructions

1. Request an Onboarding ticket and enter all required fields. After entering the position number, the Position Type field will show as **Part-Time Faculty**.
2. Select **Summer/Winter Session** as the Part Time Faculty Distinction question.

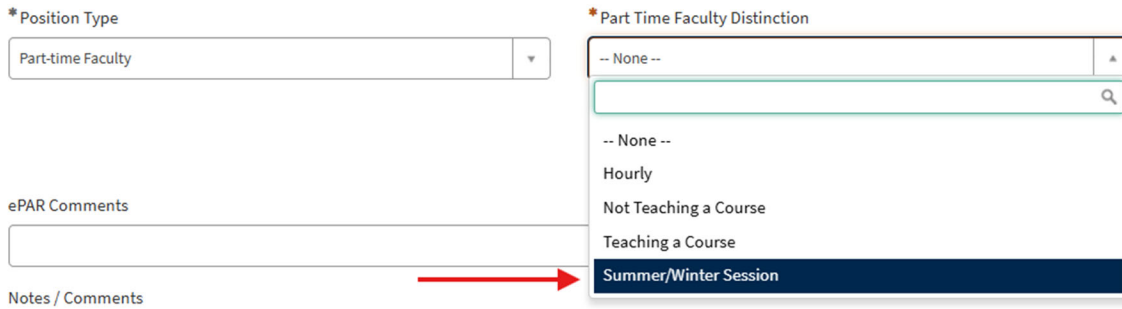
Note: selecting anything other than Summer/Winter Session for this question may result in payroll delays.

*Position Type
Part-time Faculty

*Part Time Faculty Distinction
-- None --
Hourly
Not Teaching a Course
Teaching a Course
Summer/Winter Session

ePAR Comments

Notes / Comments



3. Enter information in the remaining required fields.

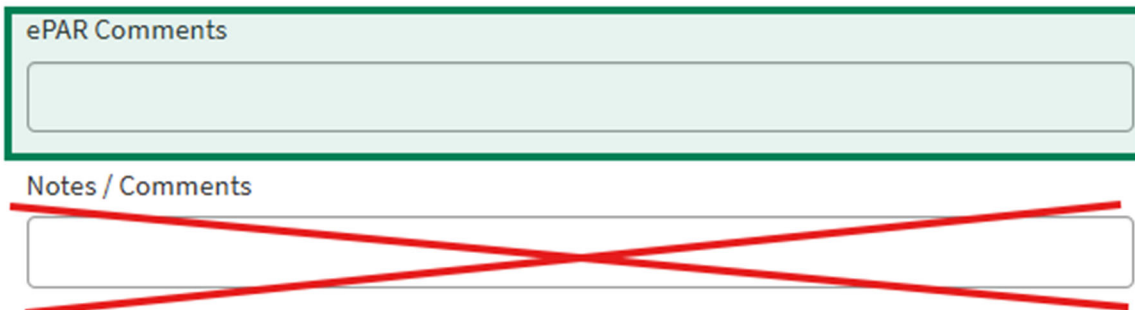
Note: If the person is teaching multiple courses, please enter all of the courses in the Onboarding Course Information table.

4. **If you are prorating salary:**

- a. Indicate the proration parameters and prorated salary calculation in the **ePAR Comments** field.
- b. Salary must be prorated by the department at the time of the onboarding ticket submission; this is a change from last winter session.

ePAR Comments

Notes / Comments



5. Submit the request.