



**PER COURSE INSTRUCTORS  
PAYROLL SCHEDULE  
2024-25 ACADEMIC YEAR**

<b>Semester/Session</b>	<b>First Pay Date</b>	<b>Last Pay Date</b>	<b>Payroll Cut-off</b>
Fall Semester	September 5, 2024	December 12, 2024	August 19, 2024
Winter Semester	January 9, 2025	April 17, 2025	December 18, 2024
Spring Semester	May 15, 2025	August 21, 2025	April 28, 2025
Intersession	May 15, 2025	June 26, 2025	April 28, 2025
Summer Session	June 26, 2025	August 7, 2025	June 9, 2025

Please note that payroll is run one week prior to payday so it is essential that MyHR receive all documentation by the cut-off dates noted above in order to ensure that instructors are paid on time.

Late appointments will be processed on the next regular pay date and will include payment for missed pay periods.