



**PER COURSE INSTRUCTORS
PAYROLL SCHEDULE
2023-24 ACADEMIC YEAR**

Semester/Session	First Pay Date	Last Pay Date	Payroll Cut-off
Fall Semester	September 7, 2023	December 14, 2023	August 21, 2023
Winter Semester	January 11, 2024	April 18, 2024	December 15, 2023
Spring Semester	May 16, 2024	August 22, 2024	April 29, 2024
Intersession	May 16, 2024	June 27, 2024	April 29, 2024
Summer Session	June 27, 2024	August 8, 2024	June 10, 2024

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.