

## 202410 Fall Semester Payroll Schedule

Fall Sessions	Session Dates	# of Pays	Due to Provost	Pay Dates	Due to HR
Full Term	8/14/2023 - 12/8/2023	7	9/5/2023	9/22/2023 - 12/15/2023	9/7/2023
1st 8 weeks	8/14/2023 -10/6/2023	3	9/5/2023	9/22/2023 - 10/20/2023	9/7/2023
2nd 8 weeks	10/11/2023 -12/8/2023	3	10/30/2023	11/17/2023 -12/15/2023	11/2/2023
10 Week	8/14/2023 -10/24/2023	4	9/5/2023	9/22/2023 - 11/3/2023	9/7/2023
1st 5 weeks	8/14/2023 - 9/15/2023	1	9/5/2023	9/22/2023	9/7/2023
2nd 5 weeks	9/18/2023 - 10/24/2023	1	10/16/2023	11/3/2023	10/19/2023
Last 5 weeks	10/25/2023 - 12/1/2023	1	11/27/2023	12/15/2023	11/30/2023
1st 4 weeks	8/14/2023 - 9/11/2023	1	9/5/2023	9/22/2023	9/7/2023
2nd 4 weeks	9/12/2023 - 10/6/2023	1	10/2/2023	10/20/2023	10/5/2023
3rd 4 weeks	10/11/2023 - 11/7/2023	1	10/30/2023	11/17/2023	11/2/2023
4th 4 weeks	11/8/2023 - 12/8/2023	1	11/27/2023	12/15/2023	11/30/2023

All updates on Banner will need to be completed prior to 08/24/2023.

(Updates include changing Staff to instructor's name and completing Non-Instructional screens for all full-time faculty). If you will let me know when yours are complete, I can run the Load Report earlier.

Load reports will be on eprint no later than 08/25/2023.

4 & 5 wk classes will be included with other pay dates unless they are the only course(s) being taught.

**CONTACT ME ANY TIME YOU NEED UPDATED LOAD REPORTS RUN**

**REVISED 5/23/2023**

## 202420 Spring Semester Payroll Schedule

Spring Sessions	Session Dates	# of Pays	Due to Provost	Pay Dates	Due to HR
Full Term	1/8/2024 - 5/3/2024	7	1/25/2024	2/9/2024 - 5/3/2024	1/26/2024
1st 8 weeks	1/8/2024 - 3/1/2024	3	1/25/2024	2/9/2024 - 3/8/2024	1/26/2024
2nd 8 weeks	3/11/2024 - 5/3/2024	3	3/18/2024	4/5/2024 - 5/3/2024	3/21/2024
10 Week	1/8/2024 - 3/25/2024	4	1/25/2024	2/9/2024 - 3/22/2024	1/26/2024
1st 5 weeks	1/8/2024 - 2/12/2024	1	1/25/2024	2/9/2024	1/26/2024
2nd 5 weeks	2/13/2024 - 3/25/2024	1	3/18/2024	4/5/2024	3/21/2024
Last 5 weeks	3/26/2024 - 4/30/2024	1	4/15/2024	5/3/2024	4/18/2024
1st 4 weeks	1/8/2024 - 2/2/2024	1	1/25/2024	2/9/2024	1/26/2024
2nd 4 weeks	2/5/2024 - 3/1/2024	1	2/19/2024	3/8/2024	2/22/2024
3rd 4 weeks	3/11/2024 - 4/8/2024	1	3/18/2024	4/5/2024	3/21/2024
4th 4 weeks	4/9/2024 - 5/3/2024	1	4/15/2024	5/3/2024	4/18/2024

All updates on Banner will need to be completed prior to 1/18/2024.

(Updates include changing Staff to instructor's name and completing Non-Instructional screens for all full-time faculty). If you let me know when your edits are complete, I can run the report earlier.

Load reports will be on eprint no later than 01/19/2024.

4 and 5 week classes will be included with other pay dates unless they are the only course(s) being taught.

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## 202430 Summer Semester Payroll Schedule

Summer Sessions	Session Dates	# of Pays	Loads on eprint	Due to Provost	Pay Dates	Due to HR
Intersession (IS)	5/6/2024-5/24/2024	1	5/8/2024	5/13/2024	5/31/2024	5/16/2024
First 5 Weeks (5A)	5/21/2024-6/26/2024	1	6/7/2024	6/10/2024	6/28/2024	6/13/2024
Second 5 Weeks (5B)	6/27/2024-8/1/2024	1	7/19/2024	7/22/2024	8/9/2024	7/25/2024
8 Week (8S)	5/28/2024-7/24/2024	3	6/7/2024	6/10/2024	6/28/2024-7/26/2024	6/13/2024
10 Week (10)	5/21/2024-8/1/2024	4	6/7/2024	6/10/2024	6/28/2024-8/9/2024	6/13/2024
Summer Advising	6/13/2024-8/2/2024	1	N/A	8/7/2024	8/23/2024	8/7/2024

\*\*\*\*\*202510 Faculty contracts begin 8/5/2024\*\*\*\*\*

\*Summer Advising stipends must be submitted to Rick Kribs' office prior to coming to the Provost's Office. Because of this please submit your Summer Advising Stipends to that office no later 8/5/2024.

**\*Summer Advising Stipends will be paid up to the beginning of faculty contracts\***

**CONTACT ME ANY TIME YOU NEED UPDATED LOAD REPORTS RUN**