

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