

## Schedule for Payment of Full-Time Faculty

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| If an employee is to be paid: | All necessary documents are due in the Office of Human Resources or in the PA System and approved by: | ACCeTime Monthly Notices of Absences for pay period of: | Should be submitted by 11:30 pm: |
|-------------------------------|---|---|----------------------------------|
| September 28                  | September 7   | Aug. 1 - Aug. 31  | September 7                      |
| October 31                    | October 11  | Sept. 1 - Sept. 30                                      | October 5                        |
| November 30                   | November 9  | Oct. 1 - Oct. 31  | November 5                       |
| December 14                   | November 27   | Nov. 1 - Nov. 30  | November 29                      |
| January 31                    | January 11  | Dec. 1 - Dec. 31  | January 7                        |
| February 29                   | February 12   | Jan. 1 - Jan. 31  | February 8                       |
| March 31                      | March 5   | Feb. 1 - Feb. 29  | March 7                          |
| April 30                      | April 11  | Mar. 1 - Mar. 31  | April 7                          |
| May 30                        | May 12  | Apr. 1 - Apr. 30  | May 7                            |
| June 30                       | June 11   | May 1 - May 31  | June 6                           |
| July 31                       | July 14   | June 1 - June 30  | July 7                           |
| August 29                     | August 12   | July 1 - July 31  | August 8                         |
| September 30                  | September 8   | Aug. 1 - Aug. 31  | September 5                      |

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NOTE: Payroll documents received after the scheduled dates will be processed for payment on the next appropriate payroll.