

FY10 Schedule for Payment of Continuing Education Instructors

If an employee is to be paid:	All necessary documents are due to HR Records or in the PA system and approved by:	Compensation for classes started during the pay period of:
September 30	September 11	Sept. 1 – Sept. 30
October 30	October 9	Oct. 1 – Oct. 31
November 30	November 9	Nov. 1 – Nov. 30
December 16	November 20	Dec. 1 – Dec. 31
January 29	January 8	Jan. 1 – Jan. 31
February 26	February 12	Feb. 1 – Feb. 28
March 31	March 12	Mar. 1 – Mar. 31
April 30	April 9	Apr. 1 – Apr. 30
May 28	May 14	May 1 – May 31
June 30	June 11	June 1 – June 30
July 30	July 9	July 1 – July 31
August 31	August 13	Aug. 1 – Aug. 31

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