

## FY12 Pay Schedule for Continuing Education Instructors

<b>Pay Date</b>	<b>Documentation due to HR Records and approved in the system</b>	<b>Payment for classes starting in starting in monthly pay periods</b>
September 30	September 12	Sept. 1- Sept. 30
October 31	October 10	Oct. 1- Oct. 31
November 30	November 7	Nov. 1-Nov. 30
December 12	November 21	Dec. 1- Dec. 31
January 31	January 9	Jan. 1- Jan. 31
February 29	February 9	Feb. 1- Feb. 29
March 30	March 7	Mar. 1- Mar. 31
April 30	April 10	April 1- April 30
May 31	May 11	May 1- May 31
June 29	June 12	June 1- June 30
July 31	July 10	July 1- July 31
August 31	August 14	Aug. 1- Aug. 31

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

Classes that start 12 days before the end of the month will be processed for payment in the following month.