

Schedule for Payment of Full-Time Faculty

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 30	September 12	Aug. 1 - Aug. 31	September 8
October 31	October 10	Sept. 1 - Sept. 30	October 6
November 26	November 10	Oct. 1 - Oct. 31	November 7
December 17	November 26	Nov. 1 - Nov. 30	November 21
January 30	January 12	Dec. 1 - Dec. 31	January 7
February 27	February 12	Jan. 1 - Jan. 31	February 9
March 31	March 10	Feb. 1 - Feb. 28	March 6
April 30	April 10	Mar. 1 - Mar. 31	April 7
May 29	May 12	Apr. 1 - Apr. 30	May 7
June 30	June 11	May 1 - May 31	June 8
July 31	July 10	June 1 - June 30	July 7
August 31	August 12	July 1 - July 31	August 7
September 30	September 11	Aug. 1 - Aug. 31	September 7

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