



**PER COURSE INSTRUCTORS
PAYROLL SCHEDULE
2025-26 ACADEMIC YEAR**

Semester/Session	First Pay Date	Last Pay Date	Payroll Cut-off
Fall Semester	September 18, 2025	December 24, 2025	August 28, 2025
Winter Semester	January 8, 2026	April 16, 2026	December 19, 2025
Spring Semester	May 14, 2026	August 20, 2026	April 27, 2026
Intersession	May 14, 2026	June 25, 2026	April 27, 2026
Summer Session	July 9, 2026	August 20, 2026	June 22, 2026

Please note that payroll is run one week prior to payday so it is essential that MyHR receive all documentation by the cut-off dates noted above in order to ensure that instructors are paid on time.

Late appointments will be processed on the next regular pay date and will include payment for missed pay periods.