

2024 Summer School Payroll Calendar Details

Summer Term	Month(s) of Pay	HR/Payroll Deadline	Pay Date	Fiscal Year
Maymester: May 14-June 5	May-24	5/15/2024	5/31/2024	FY 2024
Extended: May 14-August 2	May-24	5/15/2024	5/31/2024	FY 2024
	Jun-24	6/12/2024	6/28/2024	FY 2024
Thru Term: June 6-August 2	Jul-24	7/18/2024	7/31/2024	FY 2025
	Jun-24	6/12/2024	6/28/2024	FY 2024
	Jul-24	7/18/2024	7/31/2024	FY 2025
Short Session I: June 6-July 5	Jun-24	6/12/2024	6/28/2024	FY 2024
Short Session II: July 8-August 2	Jul-24	7/18/2024	7/31/2024	FY 2025

Please note that missed Summer School Payments are not eligible for off-cycles.

*All summer school payments are taxed in accordance with the employee's
W-4/State withholding form and are included in TRS/ORP earnings.

* Faculty members teaching courses in the Thru Session should be paid 50% of their term salary in Short Session I and 50% in Short Session II

Note: May and June pay dates will be funded and recorded in the current fiscal year. The July pay date will be funded and recorded in the following fiscal year.

** Best practice is to have all necessary approvals by the HR/Payroll deadline; anything that is not approved by this deadline may not be processed until the next monthly on-cycle payroll process, however, Payroll will attempt to process it as soon as possible.