

## 2025 Summer School Payroll Calendar Details

Summer Term	Month(s) of Pay	HR/Payroll Deadline	Pay Date	Fiscal Year
Maymester: May 13-June 4	May-25	5/14/2025	5/30/2025	FY 2025
Extended: May 13-August 1	May-25	5/14/2025	5/30/2025	FY 2025
	Jun-25	6/11/2025	6/30/2025	FY 2025
	Jul-25	7/18/2025	7/31/2025	FY 2026
Thru Term: June 5-August 1	Jun-25	6/11/2025	6/30/2025	FY 2025
	Jul-25	7/18/2025	7/31/2025	FY 2026
Short Session I: June 5-July 3	Jun-25	6/11/2025	6/30/2025	FY 2025
Short Session II: July 7-August 1	Jul-25	7/18/2025	7/31/2025	FY 2026
<p><b>Please note that missed Summer School Payments are not eligible for off-cycles.</b></p> <p>*All summer school payments are taxed in accordance with the employee's W-4/State withholding form and are included in TRS/ORP earnings.</p>				
* 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				
<p>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.</p>				
** 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.				