



IMPORTANT PAYROLL DATES Summer 2025

Summer FACULTY/ADJUNCT Payroll dates are as follows:

1st 6-week courses

Date on Payroll: 5/11/2025

Date off Payroll: 6/21/2025

(Spread over 3 pay periods)

Payroll Authorizations for 1st 6-week courses are due to the Provost Office by Monday, May 19 at 12:00 pm.

2nd 6-week courses

Date on Payroll: 6/22/2025

Date off Payroll: 8/2/2025

(Spread over 3 pay periods)

Payroll Authorizations for 2nd 6-week courses are due to the Provost Office by Friday, June 28 at 12:00 pm.

12-week courses

Date on Payroll: 5/11/2025

Date off Payroll: 8/2/2025

(Spread over 6 pay periods)

Payroll Authorizations for 12-week courses are due to the Provost Office by Monday, May 19 at 12:00 pm.

School Chair Supplemental Assignments-Summer Semester:

Date on Payroll: 5/11/2025

Date off Payroll: 8/2/2025

Payroll Authorizations for Supplemental Assignments are due to the Provost Office by Monday, May 19 at 12:00 pm.

The first faculty/adjunct paycheck for summer is May 29th.

New Adjuncts must not begin work until they complete their employee paperwork in Human Resources.

The account code for summer faculty/adjunct is 6126.

Summer STUDENT Payroll dates are as follows:

Date on Payroll: 5/4/2025

Date off Payroll: 8/16/2025

The first student paycheck for summer is May 16th. Please note: **Students must not begin working for you for summer until they are AUTHORIZED for summer. (This includes students that are working for you this spring semester; they must be re-authorized for summer.)**

There are 15 weeks of summer student employment. The minimum wage rate is \$13. Federal Work Study for summer ends June 21, 2025. The account code for summer departmental students is 6611.