

2023
Patrick & Henry Community College
Pay Date Schedule for
Adjunct, Athletics and Patriot Players Employees

Cut off Date for Information to Payroll	Spring	Pay Dates
January 24	Non-Credit and Athletic	February 10
February 21	All	March 10
March 21	All	April 7
May 2	All	May 19

Cut off Date for Information to Payroll	Summer	Pay Dates
May 15	Non-Credit	June 2
June 13	Non-Credit and Credit	June 30
July 11	Non-Credit and Credit	July 28
August 8	Non-Credit and Credit	August 25

Cut off Date for Information to Payroll	Fall	Pay Dates
August 21	Non-Credit and Athletic	September 8
September 19	All	October 6
October 17	All	November 3
November 10	All	December 1



- ~ As submitted by WECD, Non-credit adjuncts are eligible to be paid on all pay dates.
- ~ As submitted by Athletics, coaches are eligible to be paid during the four Spring and four Fall pay dates.
- ~ As submitted by Adjunct Services, Credit adjuncts are eligible to be paid on the last three pay dates of the Spring, Summer and Fall semesters.
- ~ As submitted by Patriot Players, Patriot Player Support Staff are eligible to be paid on the pay date closest to the end of the contract date.
- ~ All pays must be submitted by spreadsheet by the due date to be considered for pay. Contracts should accompany the spreadsheet or be submitted as soon as available.