

Pay Dates

Teaching contracts are always paid at the end of the term (a one-time payment). The pay date is automatically generated by PayTrax+ using the date of your last day of class. On your teaching contract in the "College/Center Addenda" section, it states the payment date for your course. This is the assigned pay date as long as you approve your contract by the date specified. Delay in signing your contract will result in payment being rescheduled to a future pay date.