

## Calendar Year 2024 Monthly Payroll Schedule

| PAY NO. | PAY DATE   | PAY PERIOD |            | *DEADLINE FOR<br>ADDING/DELETING TO<br>PAYROLL BY NOON | Cut off date for Benefits<br>Focus | TIMESHEETS & RECAPS DUE<br>BY NOON |
|---------|------------|------------|------------|--|------------------------------------|------------------------------------|
|         |            | BEGINNING  | ENDING     |  |                                    |                                    |
| 1       | 1/31/2024  | 1/1/2024   | 1/31/2024  | 1/17/2024  | 1/16/2024                          | 1/19/2024                          |
| 2       | 2/29/2024  | 2/1/2024   | 2/29/2024  | 2/15/2024  | 2/14/2024                          | 2/19/2024                          |
| 3       | 3/28/2024  | 3/1/2024   | 3/31/2024  | 3/15/2024  | 3/14/2024                          | 3/19/2024                          |
| 4       | 4/30/2024  | 4/1/2024   | 4/30/2024  | 4/17/2024  | 4/16/2024                          | 4/19/2024                          |
| 5       | 5/31/2024  | 5/1/2024   | 5/31/2024  | 5/16/2024  | 5/15/2024                          | 5/20/2024                          |
| 6       | 6/28/2024  | 6/1/2024   | 6/30/2024  | 6/14/2024  | 6/13/2024                          | 6/18/2024 **                       |
| 7       | 7/31/2024  | 7/1/2024   | 7/31/2024  | 7/17/2024  | 7/16/2024                          | 7/19/2024                          |
| 8       | 8/30/2024  | 8/1/2024   | 8/31/2024  | 8/16/2024  | 8/15/2024                          | 8/20/2024                          |
| 9       | 9/30/2024  | 9/1/2024   | 9/30/2024  | 9/16/2024  | 9/13/2024                          | 9/18/2024                          |
| 10      | 10/31/2024 | 10/1/2024  | 10/31/2024 | 10/16/2024   | 10/15/2024                         | 10/18/2024                         |
| 11      | 11/27/2024 | 11/1/2024  | 11/30/2024 | 11/14/2024   | 11/13/2024                         | 11/18/2024 **                      |
| 12      | 12/31/2024 | 12/1/2024  | 12/31/2024 | 12/10/2024   | 12/9/2024                          | 12/12/2024 **                      |

**\*All payroll data from departments, excluding timesheets and recaps, is due by 12:00 noon on these dates, unless the calendar requires a change in the payroll processing time or if the University is closed any time before/after these dates.**

**\*\*Accelerated deadline due to holiday, subject to change. Holiday memo may be sent prior to deadlines.**