

Human Resources/Payroll Deadlines
Calendar Year 2024

2024 Calendar Pay Event	Pay Period Dates From - Through		Time Entry & Departmental Approvals Due by 3:00 pm	Pay Check Dates
1	12/24/2023	1/6/2024	1/8/2024	1/12/2024
2	1/7/2024	1/20/2024	1/22/2024	1/26/2024
3	1/21/2024	2/3/2024	2/5/2024	2/9/2024
4	2/4/2024	2/17/2024	2/19/2024	2/23/2024
5	2/18/2024	3/2/2024	3/4/2024	3/8/2024
6	3/3/2024	3/16/2024	3/18/2024	3/22/2024
7	3/17/2024	3/30/2024	4/1/2024	4/5/2024
8	3/31/2024	4/13/2024	4/15/2024	4/19/2024
9	4/14/2024	4/27/2024	4/29/2024	5/3/2024
10	4/28/2024	5/11/2024	5/13/2024	5/17/2024
11	5/12/2024	5/25/2024	5/27/2024	5/31/2024
12	5/26/2024	6/8/2024	6/10/2024	6/14/2024
13	6/9/2024	6/22/2024	6/24/2024	6/28/2024
14	6/23/2024	7/6/2024	7/8/2024	7/12/2024
15	7/7/2024	7/20/2024	7/22/2024	7/26/2024
16	7/21/2024	8/3/2024	8/5/2024	8/9/2024
17	8/4/2024	8/17/2024	8/19/2024	8/23/2024
18	8/18/2024	8/31/2024	9/2/2024	9/6/2024
19	9/1/2024	9/14/2024	9/16/2024	9/20/2024
20	9/15/2024	9/28/2024	9/30/2024	10/4/2024
21	9/29/2024	10/12/2024	10/14/2024	10/18/2024
22	10/13/2024	10/26/2024	10/28/2024	11/1/2024
23	10/27/2024	11/9/2024	11/11/2024	11/15/2024
24	11/10/2024	11/23/2024	11/22/2024	11/29/2024
25	11/24/2024	12/7/2024	12/9/2024	12/13/2024
26	12/8/2024	12/21/2024	12/16/2024	12/27/2024
1	12/22/2024	1/4/2025	1/6/2025	1/10/2025

* Adjusted to Holiday Schedule

** Checks will be mailed on December 27th.

To be considered "on time" documents MUST be complete, including attachments, and required signatures. Authorization to hire international employees, including faculty and students, must be approved by the Office of International Student and Scholar services BEFORE the employee begins to work. Actions involving grant funded employees must be approved by the Office of Sponsored Programs.

BW#	Pay Period Dates From - Through		Estimated Time Entry in Workday by NOON	Approvals Due before 3:00 pm	Pay Check Dates
BW24	11/10/2024	11/23/2024	11/22/2024	11/22/2024	11/29/2024
BW25	11/24/2024	12/7/2024	12/9/2024	12/9/2024	12/13/2024
BW26	12/8/2024	12/21/2024	12/16/2024	12/16/2024	12/27/2024