|  |
| --- |
| **2024 Biweekly Payroll Calendar** |
| **Bi-weekly Pay Period** | **Document Submission Deadlines** | **Time & Attendance Deadlines** | **Regular Pay Day** | **Late Documents & New Hire Pay Day** |
| **President, Provost, & Vice Presidents** | **Budget Office & Sponsored Research** | **HR Documents** | **Time must be entered by 4:00 p.m.** | **Exceptions must be cleared by 10:00 a.m. & time must be approved by 2:00 p.m.** |
| **10/27/23 – 11/09/23** | **10/06/23** | **10/13/23** | **10/20/23** | **11/07/23** | **11/08/23** | **11/17/23** | **12/01/23** |
| **11/10/23 – 11/23/23** | **10/20/23** | **10/27/23** | **11/03/23** | **11/15/23** | **11/16/23** | **12/01/23** | **12/15/23** |
| **11/24/23 – 12/07/23** | **11/03/23** | **11/10/23** | **11/03/23** | **12/05/23** | **12/06/23** | **12/15/23** | **12/29/23** |
| **12/08/23 – 12/21/23** | **11/17/23** | **11/24/23** | **12/01/23** | **12/12/23** | **12/13/23** | **12/29/23** | **01/12/24** |
| 12/22/23 – 01/04/24 | 12/01/23 | 12/15/23 | 12/29/23 | 01/03/24 | 01/04/24 | 01/12/24 | 01/26/24 |
| 01/05/24 – 01/18/24 | 12/29/23 | 01/05/24 | 01/12/24 | 01/17/24 | 01/18/24 | 01/26/24 | 02/09/24 |
| 01/19/24 – 02/01/24 | 01/12/24 | 01/19/24 | 01/26/24 | 01/31/24 | 02/01/24 | 02/09/24 | 02/23/24 |
| 02/02/24 – 02/15/24 | 01/26/24 | 02/02/24 | 02/09/24 | 02/14/24 | 02/15/24 | 02/23/24 | 03/08/24 |
| 02/16/24 – 02/29/24 | 02/09/24 | 02/16/24 | 02/23/24 | 02/28/24 | 02/29/24 | 03/08/24 | 03/22/24 |
| 03/01/24 – 03/14/24 | 02/23/24 | 03/01/24 | 03/08/24 | 03/13/24 | 03/14/24 | 03/22/24 | 04/05/24 |
| 03/15/24 – 03/28/24 | 03/08/24 | 03/15/24 | 03/22/24 | 03/27/24 | 03/28/24 | 04/05/24 | 04/19/24 |
| 03/29/24 – 04/11/24 | 03/22/24 | 03/29/24 | 04/05/24 | 04/10/24 | 04/11/24 | 04/19/24 | 05/03/24 |
| 04/12/24 – 04/25/24 | 04/05/24 | 04/12/24 | 04/19/24 | 04/24/24 | 04/25/24 | 05/03/24 | 05/17/24 |
| 04/26/24 – 05/09/24 | 04/19/24 | 04/26/24 | 05/03/24 | 05/08/24 | 05/09/24 | 05/17/24 | 05/31/24 |
| **05/10/24 – 05/23/24** | **05/03/24** | **05/10/24** | **05/17/24** | **05/21/24** | **05/22/24** | **05/31/24** | **06/14/24** |
| 05/24/24 – 06/06/24 | 05/17/24 | 05/24/24 | 05/31/24 | 06/05/24 | 06/06/24 | 06/14/24 | 06/28/24 |
| **06/07/24 – 06/20/24** | **05/31/24** | **06/07/24** | **06/14/24** | **06/18/24** | **06/20/24** | **06/28/24** | **07/12/24** |
| **06/21/24 – 07/04/24** | **06/14/24** | **06/21/24** | **06/28/24** | **07/02/24** | **07/03/24** | **07/12/24** | **07/26/24** |
| 07/05/24 - 07/18/24 | 06/28/24 | 07/05/24 | 07/12/24 | 07/17/24 | 07/18/24 | 07/26/24 | 08/09/24 |
| 07/19/24 – 08/01/24 | 07/12/24 | 07/19/24 | 07/26/24 | 07/31/24 | 08/01/24 | 08/09/24 | 08/23/24 |
| 08/02/24 – 08/15/24 | 07/26/24 | 08/02/24 | 08/09/24 | 08/14/24 | 08/15/24 | 08/23/24 | 09/06/24 |
| **08/16/24 – 08/29/24** | **08/09/24** | **08/16/24** | **08/23/24** | **08/27/24** | **08/28/24** | **09/06/24** | **09/20/24** |
| 08/30/24 – 09/12/24 | 08/23/24 | 08/30/24 | 09/06/24 | 09/11/24 | 09/12/24 | 09/20/24 | 10/04/24 |
| 09/13/24 – 09/26/24 | 09/06/24 | 09/13/24 | 09/20/24 | 09/25/24 | 09/26/24 | 10/04/24 | 10/18/24 |
| 09/27/24 – 10/10/24 | 09/20/24 | 09/27/24 | 10/04/24 | 10/09/24 | 10/10/24 | 10/18/24 | 11/01/24 |
| 10/11/24 – 10/24/24 | 10/04/24 | 10/11/24 | 10/18/24 | 10/23/24 | 10/24/24 | 11/01/24 | 11/15/24 |
| **10/25/24 – 11/07/24** | **10/18/24** | **10/24/24** | **11/01/24** | **11/05/24** | **11/06/24** | **11/15/24** | **11/29/24** |
| **11/08/24 – 11/21/24** | **11/01/24** | **11/08/24** | **11/15/24** | **11/19/24** | **11/20/24** | **11/27/24** | **12/13/24** |
| **11/22/24 – 12/05/24** | **11/15/24** | **11/22/24** | **11/29/24** | **12/03/24** | **12/04/24** | **12/13/24** | **12/27/24** |
| **12/06/24 – 12/19/24** | **11/29/24** | **12/06/24** | **12/13/24** | **12/17/24** | **12/18/24** | **12/27/24** | **01/10/24** |
| **12/20/24 – 01/02/25** | **12/13/24** | **12/20/24** | **12/27/24** | **12/17/24** | **12/18/24** | **01/10/25** | **01/24/25** |
| **01/03/25 – 01/16/25** | **12/27/24** | **01/03/25** | **01/10/25** | **01/14/25** | **01/15/25** | **01/24/25** | **02/07/25** |

**Document Submission Deadlines**: All completed employment contracts, sign-up packets, and relevant payroll documents are due to the President, Provost, Vice President, Budget Office, Sponsored Research, and Human Resources on this date.

**Time & Attendance Deadlines**: Please adhere to time entry and approval deadlines. The system is locked at 2:30 p.m., and departments must contact Time & Attendance to make adjustments.

All dates highlighted in **RED** indicate early payroll processing. All dates are subject to change.