

# 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	01/10/25
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.