



2024

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time” to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/18/2023	12/31/2023	1/2/2024*	12:00 PM	1/2/2024*	5:00 PM	1/12/2024
2	1/1/2024	1/14/2024	1/16/2024*	12:00 PM	1/16/2024*	5:00 PM	1/26/2024
3	1/15/2024	1/28/2024	1/29/2024	12:00 PM	1/29/2024	5:00 PM	2/09/2024
4	1/29/2024	2/11/2024	2/12/2024	12:00 PM	2/12/2024	5:00 PM	2/23/2024
5	2/12/2024	2/25/2024	2/26/2024	12:00 PM	2/26/2024	5:00 PM	3/08/2024
6	2/26/2024	3/10/2024	3/11/2024	12:00 PM	3/11/2024	5:00 PM	3/22/2024
7	3/11/2024	3/24/2024	3/25/2024	12:00 PM	3/25/2024	5:00 PM	4/5/2024
8	3/25/2024	4/7/2024	4/8/2024	12:00 PM	4/8/2024	5:00 PM	4/19/2024
9	4/8/2024	4/21/2024	4/22/2024	12:00 PM	4/22/2024	5:00 PM	5/3/2024
10	4/22/2024	5/5/2024	5/6/2024	12:00 PM	5/6/2024	5:00 PM	5/17/2024
11	5/6/2024	5/19/2024	5/20/2024	12:00 PM	5/20/2024	5:00 PM	5/31/2024
12	5/20/2024	6/2/2024	6/3/2024	12:00 PM	6/3/2024	5:00 PM	6/14/2024
14	6/3/2024	6/16/2024	6/17/2024	12:00 PM	6/17/2024	5:00 PM	6/28/2024
14	6/17/2024	6/30/2024	7/1/2024	12:00 PM	7/1/2024	5:00 PM	7/12/2024
15	7/1/2024	7/14/2024	7/15/2024	12:00 PM	7/15/2024	5:00 PM	7/26/2024
16	7/15/2024	7/28/2024	7/29/2024	12:00 PM	7/29/2024	5:00 PM	8/9/2024
17	7/29/2024	8/11/2024	8/12/2024	12:00 PM	8/12/2024	5:00 PM	8/23/2024
18	8/12/2024	8/25/2024	8/26/2024	12:00 PM	8/26/2024	5:00 PM	9/6/2024
19	8/26/2024	9/8/2024	9/9/2024	12:00 PM	9/9/2024	5:00 PM	9/20/2024
20	9/9/2024	9/22/2024	9/23/2024	12:00 PM	9/23/2024	5:00 PM	10/4/2024
21	9/23/2024	10/6/2024	10/7/2024	12:00 PM	10/7/2024	5:00 PM	10/18/2024
22	10/7/2024	10/20/2024	10/21/2024	12:00 PM	10/21/2024	5:00 PM	11/1/2024
24	10/21/2024	11/3/2024	11/4/2024	12:00 PM	11/4/2024	5:00 PM	11/15/2024
24	11/4/2024	11/17/2024	11/18/2024	12:00 PM	11/18/2024	5:00 PM	11/27/2024
25	11/18/2024	12/1/2024	12/2/2024	12:00 PM	12/2/2024	5:00 PM	12/13/2024
26	12/2/2024	12/15/2024	12/16/2024	12:00 PM	12/16/2024	5:00 PM	12/27/2024

*Timesheet Submission and Approval moved to Tuesday due to holiday.