

Calendar Year 2024 Monthly Payroll Schedule

| PAYNO | PAYDATE | PAYPERIOD | | *DEADLINE FOR ADDING/DEBITING TO PAYROLL BY/NOON | Cut off date for Benefits Focus | TIMESHEETS & RECAPS DUE BY/NOON |
|-------|---------|-----------|--------|--|------------------------------------|------------------------------------|
| | | BEGINNING | ENDING | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
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| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

***All payroll data from departments, excluding timesheets and recaps, is due by 1200 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**