Human Resources/Payroll Deadlines
Calendar Year 2024
2024
Calendar
Pay Event
 Time Entry & Departmental
Approvals Due by 3:00 pmPay Check Dates
112/24/20231/6/20241/8/20241/12/2024
21/7/20241/20/20241/22/20241/26/2024
31/21/20242/3/20242/5/20242/9/2024
42/4/20242/17/20242/19/20242/23/2024
52/18/20243/2/20243/4/20243/8/2024
63/3/20243/16/20243/18/20243/22/2024
73/17/20243/30/20244/1/20244/5/2024
83/31/20244/13/20244/15/20244/19/2024
94/14/20244/27/20244/29/20245/3/2024
104/28/20245/11/20245/13/20245/17/2024
115/12/20245/25/20245/27/20245/31/2024
125/26/20246/8/20246/10/20246/14/2024
136/9/20246/22/20246/24/20246/28/2024
146/23/20247/6/20247/8/20247/12/2024
157/7/20247/20/20247/22/20247/26/2024
167/21/20248/3/20248/5/20248/9/2024
178/4/20248/17/20248/19/20248/23/2024
188/18/20248/31/20249/2/20249/6/2024
199/1/20249/14/20249/16/20249/20/2024
209/15/20249/28/20249/30/202410/4/2024
219/29/202410/12/202410/14/202410/18/2024
2210/13/202410/26/202410/28/202411/1/2024
2310/27/202411/9/202411/11/202411/15/2024
2411/10/202411/23/202411/22/202411/29/2024
2511/24/202412/7/202412/9/202412/13/2024
2612/8/202412/21/202412/16/202412/27/2024
112/22/20241/4/20251/6/20251/10/2025
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#Estimated Time Entry in
Workday by NOONApprovals Due before 3:00 pmPay Check Dates
BW2411/10/202411/23/202411/22/202411/22/202411/29/2024
BW2511/24/202412/7/202412/9/202412/9/202412/13/2024
BW2612/8/202412/21/202412/16/202412/16/202412/27/2024
Pay Period Dates From - Through
* Adjusted to Holiday Schedule
** Checks will be mailed on December 27th.
Pay Period Dates From -
Through