

2024 Bi-Weekly Pay Schedule

Payroll #	Pay Period Dates	PAF / EPAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	12/23/2023 – 1/5/2024	1/3/2024	1/5/2024	1/8/2024	1/12/2024	
2	1/6/2024 – 1/19/2024	1/17/2024	1/19/2024	1/22/2024	1/26/2024	
3	1/20/2024 – 2/2/2024	1/31/2024	2/2/2024	2/5/2024	2/9/2024	
4	2/3/2024 – 2/16/2024	2/14/2024	2/16/2024	2/19/2024	2/23/2024	
5	2/17/2024 – 3/1/2024	2/28/2024	3/1/2024	3/4/2024	3/8/2024	
6	3/2/2024 – 3/15/2024	3/13/2024	3/15/2024	3/18/2024	3/22/2024	
7	3/16/2024 – 3/29/2024	3/21/2024	3/25/2024	3/26/2024	4/5/2024	<i>Early deadlines due to Good Friday</i>
8	3/30/2024 – 4/12/2024	4/10/2024	4/12/2024	4/15/2024	4/19/2024	
9	4/13/2024 – 4/26/2024	4/24/2024	4/26/2024	4/29/2024	5/3/2024	
10	4/27/2024 – 5/10/2024	5/8/2024	5/10/2024	5/13/2024	5/17/2024	
11	5/11/2024 – 5/24/2024	5/20/2024	5/22/2024	5/23/2024	5/31/2024	<i>Deduction holiday; Early deadlines due to Memorial Day</i>
12	5/25/2024 – 6/7/2024	6/3/2024	6/5/2024	6/6/2024	6/13/2024	<i>Early deadlines & pay day changed for Juneteenth closure</i>
13	6/8/2024 – 6/21/2024	6/19/2024	6/21/2024	6/24/2024	6/28/2024	
14	6/22/2024 – 7/5/2024	7/1/2024	7/3/2024	7/8/2024	7/12/2024	<i>Early deadlines due to July 4th Holiday</i>
15	7/6/2024 – 7/19/2024	7/17/2024	7/19/2024	7/22/2024	7/26/2024	
16	7/20/2024 – 8/2/2024	7/31/2024	8/2/2024	8/5/2024	8/9/2024	
17	8/3/2024 – 8/16/2024	8/14/2024	8/16/2024	8/19/2024	8/23/2024	
18	8/17/2024 – 8/30/2024	8/26/2024	8/28/2024	8/29/2024	9/6/2024	<i>Early deadlines due to start of Fall semester & Labor Day</i>
19	8/31/2024 – 9/13/2024	9/11/2024	9/13/2024	9/16/2024	9/20/2024	
20	9/14/2024 – 9/27/2024	9/25/2024	9/27/2024	9/30/2024	10/4/2024	
21	9/28/2024 – 10/11/2024	10/7/2024	10/9/2024	10/10/2024	10/17/2024	<i>Early deadlines & pay day changed for Fall Break</i>
22	10/12/2024 – 10/25/2024	10/23/2024	10/25/2024	10/28/2024	11/1/2024	
23	10/26/2024 – 11/8/2024	11/6/2024	11/8/2024	11/11/2024	11/15/2024	
24	11/9/2024 – 11/22/2024	11/15/2024	11/19/2024	11/20/2024	11/27/2024	<i>Deduction holiday; Due dates/pay day changed due to holiday</i>
25	11/23/2024 – 12/6/2024	12/4/2024	12/6/2024	12/9/2024	12/13/2024	
26	12/7/2024 – 12/20/2024	12/10/2024	12/13/2024	12/16/2024	12/27/2024	<i>Early deadlines due to Christmas holiday break</i>

***EPAFs must be Approved by all approvers in the routing queue on due date**

***Timesheets must be submitted by 12:00 NOON on due date**

***Approvers must approve timesheets by 12:00 NOON on due date**

***Dates are subject to change based on our holiday schedule**