

Each Department may set Internal Deadline to require time to be entered earlier than stated below so the Final Payroll Office Deadline is

Payroll Deadlines and Time Frames						
P/R #	Pay Period		All Payroll Changes Due - 12 Noon on	Last Day for Employee to Submit Their Timesheet	Last Day for Supervisors to Approve Employee Timesheet	Paycheck Date
	Start	End				
1	12/31/2023	1/13/2024	1/12/2024	1/14/2024	1/15/2024	1/22/2024
2	1/14/2024	1/27/2024	1/26/2024	1/28/2024	1/29/2024	2/5/2024
3	1/28/2024	2/10/2024	2/9/2024	2/11/2024	2/12/2024	2/20/2024
4	2/11/2024	2/24/2024	2/23/2024	2/25/2024	2/26/2024	3/4/2024
5	2/25/2024	3/9/2024	3/8/2024	3/10/2024	3/11/2024	3/18/2024
6	3/10/2024	3/23/2024	3/22/2024	3/24/2024	3/25/2024	4/1/2024
7	3/24/2024	4/6/2024	4/5/2024	4/7/2024	4/8/2024	4/15/2024
8	4/7/2024	4/20/2024	4/19/2024	4/21/2024	4/22/2024	4/29/2024
9	4/21/2024	5/4/2024	5/3/2024	5/5/2024	5/6/2024	5/13/2024
10	5/5/2024	5/18/2024	5/17/2024	5/19/2024	5/20/2024	5/28/2024
11	5/19/2024	6/1/2024	5/31/2024	6/2/2024	6/3/2024	6/10/2024
12	6/2/2024	6/15/2024	6/14/2024	6/16/2024	6/17/2024	6/24/2024
13	6/16/2024	6/29/2024	6/28/2024	6/30/2024	7/1/2024	7/8/2024
14	6/30/2024	7/13/2024	7/12/2024	7/14/2024	7/15/2024	7/22/2024
15	7/14/2024	7/27/2024	7/26/2024	7/28/2024	7/29/2024	8/5/2024
16	7/28/2024	8/10/2024	8/9/2024	8/11/2024	8/12/2024	8/19/2024
17	8/11/2024	8/24/2024	8/23/2024	8/25/2024	8/26/2024	8/30/2024
18	8/25/2024	9/7/2024	9/6/2024	9/8/2024	9/9/2024	9/16/2024
19	9/8/2024	9/21/2024	9/20/2024	9/22/2024	9/23/2024	9/30/2024
20	9/22/2024	10/5/2024	10/4/2024	10/6/2024	10/7/2024	10/15/2024
21	10/6/2024	10/19/2024	10/18/2024	10/20/2024	10/21/2024	10/28/2024
22	10/20/2024	11/2/2024	11/1/2024	11/3/2024	11/4/2024	11/12/2024
23	11/3/2024	11/16/2024	11/15/2024	11/17/2024	11/18/2024	11/25/2024
24	11/17/2024	11/30/2024	11/29/2024	12/1/2024	12/2/2024	12/9/2024
25	12/1/2024	12/14/2024	12/13/2024	12/15/2024	12/16/2024	12/23/2024
26	12/15/2024	12/28/2024	12/27/2024	12/29/2024	1/1/2025	1/6/2025

Holiday on Monday Payday on Tuesday

Third Check No Insurance Deductions or Time Accruals or Cell Phone/Car Allowances

Holiday on Monday Payday on Tuesday

Holiday on Monday Payday on Friday & Third Check No Insurance Deductions or Time Accruals or Cell Phone/Car Allowances

Holiday on Monday Payday on Tuesday

Holiday on Monday Payday on Tuesday

Please consult with your Department Head to determine if the Department cutoff date is sooner.

\*Payroll Change cut offs are subject to change due to Holidays and circumstances beyond our control but only after advance

If an Employee or the Approver is non compliant with the above final cutoff dates, DD must be suspended due to bank file deadlines. A paper check