

## Payroll Deadlines and Time Frames

P/R #	Pay Period Start	Pay Period End	Paycheck Date	All Payroll Changes Due 12:00pm	Timesheets Due Date ESS: 12:00pm Approval: 5:00pm <b>*Early Due to Holiday</b>
1	12/23/23	01/05/24	01/12/24	12/27/23	01/05/24
2	01/06/24	01/19/24	01/26/24	01/09/24	01/19/24
3	01/20/24	02/02/24	02/09/24	01/23/24	02/02/24
4	02/03/24	02/16/24	02/23/24	02/06/24	02/16/24
5	02/17/24	03/01/24	03/08/24	02/20/24	03/01/24
6	03/02/24	03/15/24	03/22/24	03/05/24	03/15/24
7	03/16/24	03/29/24	04/05/24	03/19/24	<b>*3/28/2024</b>
8	03/30/24	04/12/24	04/19/24	04/02/24	04/12/24
9	04/13/24	04/26/24	05/03/24	04/16/24	04/26/24
10	04/27/24	05/10/24	05/17/24	04/30/24	05/10/24
11	05/11/24	05/24/24	05/31/24	05/14/24	<b>*5/23/24</b>
12	05/25/24	06/07/24	06/14/24	05/28/24	06/07/24
13	06/08/24	06/21/24	06/28/24	06/11/24	06/21/24
14	06/22/24	07/05/24	07/12/24	06/25/24	07/05/24
15	07/06/24	07/19/24	07/26/24	07/09/24	07/19/24
16	07/20/24	08/02/24	08/09/24	07/23/24	08/02/24
17	08/03/24	08/16/24	08/23/24	08/06/24	08/16/24
18	08/17/24	08/30/24	09/06/24	08/20/24	<b>*8/29/24</b>
19	08/31/24	09/13/24	09/20/24	09/03/24	09/13/24
20	09/14/24	09/27/24	10/04/24	09/17/24	09/27/24
21	09/28/24	10/11/24	10/18/24	10/01/24	10/11/24
22	10/12/24	10/25/24	11/01/24	10/15/24	10/25/24
23	10/26/24	11/08/24	11/15/24	10/29/24	<b>*11/7/2024</b>
24	11/09/24	11/22/24	11/29/24	11/12/24	11/22/24
25	11/23/24	12/06/24	12/13/24	11/26/24	12/06/24
26	12/07/24	12/20/24	12/27/24	12/10/24	<b>*12/19/24</b>

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