

STAFF PAYROLL SCHEDULE (2023-2024)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
05/13/23 - 05/26/23	05/12/23	05/26/23	05/29/23	06/02/23	
05/27/23 - 06/09/23	05/26/23	06/09/23	06/12/23	06/16/23	*Memorial Day (5/29) - University Closed
06/10/23 - 06/23/23	06/09/23	06/23/23	06/26/23	06/30/23	*Juneteenth (06/19) - University Closed
06/24/23 - 07/07/23	06/23/23	07/07/23	07/10/23	07/14/23	*Independence Day (7/4) - University Closed
07/08/23 - 07/21/23	07/07/23	07/21/23	07/24/23	07/28/23	
07/22/23 - 08/04/23	07/21/23	08/04/23	08/07/23	08/11/23	
08/05/23 - 08/18/23	08/04/23	08/18/23	08/21/23	08/25/23	
08/19/23 - 09/01/23	08/18/23	09/01/23	09/04/23	09/08/23	
09/02/23 - 09/15/23	09/01/23	09/15/23	09/18/23	09/22/23	*Labor Day (9/4) - University Closed
09/16/23 - 09/29/23	09/15/23	09/29/23	10/02/23	10/06/23	
09/30/23 - 10/13/23	09/29/23	10/13/23	10/16/23	10/20/23	
10/14/23 - 10/27/23	10/13/23	10/27/23	10/30/23	11/03/23	
10/28/23 - 11/10/23	10/27/23	11/09/23	11/13/23	11/17/23	*Veterans Day (11/10) - University Closed
11/11/23 - 11/24/23	11/10/23	11/22/23	11/27/23	12/01/23	*Thanksgiving Break (11/23-11/24) - University Closed
11/25/23 - 12/08/23	11/24/23	12/08/23	12/11/23	12/15/23	
12/09/23 - 12/22/23	12/08/23	12/21/23	12/21/23	12/29/23	
12/23/23 - 01/05/24	12/22/23	01/05/24	01/08/24	01/12/24	*Christmas Holiday (12/22 & 12/25) - University Closed *Winter Break (12/26-12/31) - University Closed *New Years Day (1/1) - University Closed
01/06/24 - 01/19/24	01/05/24	01/19/24	01/22/24	01/26/24	*Martin Luther King Jr Day (1/15) - University Closed
01/20/24 - 02/02/24	01/19/24	02/02/24	02/05/24	02/09/24	
02/03/24 - 02/16/24	02/02/24	02/16/24	02/19/24	02/23/24	
02/17/24 - 03/01/24	02/16/24	03/01/24	03/04/24	03/08/24	
03/02/24 - 03/15/24	03/01/24	03/15/24	03/18/24	03/22/24	
03/16/24 - 03/29/24	03/15/24	03/29/24	04/01/24	04/05/24	
03/30/24 - 04/12/24	03/29/24	04/12/24	04/15/24	04/19/24	
04/13/24 - 04/26/24	04/12/24	04/26/24	04/29/24	05/03/24	
04/27/24 - 05/10/24	04/26/24	05/10/24	05/13/24	05/17/24	
05/11/24 - 05/24/24	05/10/24	05/24/24	05/26/24	05/31/24	
05/25/24 - 06/07/24	05/24/24	06/07/24	06/10/24	06/14/24	*Memorial Day (5/27) - University Closed
06/08/24 - 06/21/24	06/07/24	06/21/24	06/24/24	06/28/24	
06/22/24 - 07/05/24	06/21/24	07/05/24	07/08/24	07/12/24	*Independence Day (7/4) - University Closed
07/06/24 - 07/19/24	07/05/24	07/19/24	07/22/24	07/26/24	
07/20/24 - 08/02/24	07/19/24	08/02/24	08/05/24	08/09/24	
08/03/24 - 08/16/24	08/02/24	08/16/24	08/19/24	08/23/24	

OBSERVED HOLIDAYS/BREAKS

Memorial Day - May 29, 2023

Juneteenth - June 19, 2023

Independence Day - July 4, 2023

Labor Day - September 4, 2023

Veterans Day - November 10, 2023

Thanksgiving - November 23-24, 2023

New Year - January 1, 2024

Martin Luther King Day - January 15, 2024

Memorial Day - May 27, 2024

Juneteenth - June 19, 2024

Independence Day - July 4, 2024