

PAYROLL SCHEDULE FOR 2023-2024

Excluding Work-Study

(Work-study payroll schedule will be distributed by Financial Aid)

Please note there will not be a payroll on September 15 nor on January 15th.

Payroll Period BEGINNING Morning of:	Payroll Period ENDING Evening of:	Time Sheets Due in the Business Office by NOON:	Check to Be Ready on:
September 1	September 14	September 15	September 29
September 15	September 30	October 2	October 13
October 1	October 14	October 16	October 31
October 15	October 31	November 1	November 15
November 1	November 14	November 15	November 30
November 15	November 30	December 1	December 13
December 1	December 31	December 8	December 14
January 1	January 14	January 16	January 31
January 15	January 31	February 1	February 15
February 1	February 14	February 15	February 29
February 15	February 29	March 1	March 8
March 1	March 14	March 18	March 28
March 15	March 31	April 1	April 15
April 1	April 14	April 15	April 30
April 15	April 30	May 1	May 15
May 1	May 14	May 15	May 30
May 15	May 31	June 3	June 13
June 1	June 14	June 17	June 27
June 15	June 30	July 1	July 15
July 1	July 14	July 15	July 31
July 15	July 31	August 1	August 15
August 1	August 31	August 26	August 30

If, at any time, a change is necessary, you will be notified by the
Payroll Accountant in the Business Office.

* **ALL** time sheets **must** be in by cut off date
All time sheets must be complete or they will be returned to supervisor!