

2024 HUMAN RESOURCES PAYROLL SCHEDULE

2024 Paydates	Pay #	Personnel Action Forms to Human Resources by 5:00 pm * E-Sign Student Employment Forms to Human Resources by 5:00 pm *	Completion of Employee New Hire Paperwork (either through PageUp or paper form) by 5:00 pm **	All EPAFs to Human Resources by 5:00 pm	WEB Time Entry cutoff by 11:59 pm	Timesheet Approval Deadline by 12:00 Noon Higher Level Duty Forms to Human Resources by 12:00 Noon
Wed - Jan 10	1	Tue - Dec 19	Thu - Dec 21	Fri - Dec 22	Sun - Dec 31	Tue - Jan 02
Thu - Jan 25	2	Thu - Jan 04	Mon - Jan 08	Tue - Jan 09	Mon - Jan 15	Tue - Jan 16
Fri - Feb 09	3	Mon - Jan 22	Wed - Jan 24	Thu - Jan 25	Wed - Jan 31	Thu - Feb 01
Mon - Feb 26	4	Wed - Feb 07	Thu - Feb 08	Fri - Feb 09	Thu - Feb 15	Fri - Feb 16
Mon - Mar 11	5	Thu - Feb 22	Fri - Feb 23	Mon - Feb 26	Thu - Feb 29	Fri - Mar 01
Mon - Mar 25	6	Thu - Mar 07	Fri - Mar 08	Mon - Mar 11	Fri - Mar 15	Mon - Mar 18
Wed - Apr 10	7	Fri - Mar 22	Mon - Mar 25	Tue - Mar 26	Sun - Mar 31	Mon - Apr 01
Thu - Apr 25	8	Mon - Apr 08	Tue - Apr 09	Wed - Apr 10	Mon - Apr 15	Tue - Apr 16
Fri - May 10	9	Tue - Apr 23	Wed - Apr 24	Thu - Apr 25	Tue - Apr 30	Wed - May 01
Fri - May 24	10	Wed - May 08	Thu - May 09	Fri - May 10	Wed - May 15	Thu - May 16
Mon - Jun 10	11	Wed - May 22	Thu - May 23	Fri - May 24	Fri - May 31	Mon - Jun 03
Tue - Jun 25	12	Fri - Jun 07	Mon - Jun 10	Tue - Jun 11	Sat - Jun 15	Mon - Jun 17
Wed - Jul 10	13	Thu - Jun 20	Mon - Jun 24	Tue - Jun 25	Sun - Jun 30	Mon - Jul 01
Thu - Jul 25	14	Fri - Jul 05	Tue - Jul 09	Wed - Jul 10	Mon - Jul 15	Tue - Jul 16
Fri - Aug 09	15	Mon - Jul 22	Wed - Jul 24	Thu - Jul 25	Wed - Jul 31	Thu - Aug 01
Mon - Aug 26	16	Thu - Aug 08	Fri - Aug 09	Mon - Aug 12	Thu - Aug 15	Fri - Aug 16
Tue - Sep 10	17	Thu - Aug 22	Fri - Aug 23	Mon - Aug 26	Sat - Aug 31	Tue - Sep 03
Wed - Sep 25	18	Mon - Sep 09	Tue - Sep 10	Wed - Sep 11	Sun - Sep 15	Mon - Sep 16
Thu - Oct 10	19	Thu - Sep 19	Fri - Sep 20	Tue - Sep 24	Mon - Sep 30	Tue - Oct 01
Fri - Oct 25	20	Mon - Oct 07	Wed - Oct 09	Thu - Oct 10	Tue - Oct 15	Wed - Oct 16
Fri - Nov 08	21	Wed - Oct 23	Thu - Oct 24	Fri - Oct 25	Thu - Oct 31	Fri - Nov 01
Mon - Nov 25	22	Wed - Nov 06	Thu - Nov 07	Fri - Nov 08	Fri - Nov 15	Mon - Nov 18
Tue - Dec 10	23	Wed - Nov 20	Thu - Nov 21	Fri - Nov 22	Sat - Nov 30	Mon - Dec 02
Tue - Dec 24	24	Fri - Dec 06	Mon - Dec 09	Tue - Dec 10	Sun - Dec 15	Mon - Dec 16

*If PA form is not complete with all required information, HR will return to department and processing may be delayed

**If new hire paperwork is not complete by this deadline, processing may be delayed