

## 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	Fri - Dec 22	Wed - Dec 27	Tue - Jan 02	Tue - Jan 02
Thu - Jan 25	2	Thu - Jan 04	Tue - Jan 09	Fri - Jan 12	Tue - Jan 16	Tue - Jan 16
Fri - Feb 09	3	Mon - Jan 22	Thu - Jan 25	Tue - Jan 30	Thu - Feb 01	Thu - Feb 01
Mon - Feb 26	4	Wed - Feb 07	Fri - Feb 09	Tue - Feb 13	Fri - Feb 16	Fri - Feb 16
Mon - Mar 11	5	Thu - Feb 22	Mon - Feb 26	Wed - Feb 28	Fri - Mar 01	Fri - Mar 01
Mon - Mar 25	6	Thu - Mar 07	Mon - Mar 11	Wed - Mar 13	Mon - Mar 18	Mon - Mar 18
Wed - Apr 10	7	Wed - Mar 20	Tue - Mar 26	Thu - Mar 28	Mon - Apr 01	Mon - Apr 01
Thu - Apr 25	8	Mon - Apr 08	Wed - Apr 10	Mon - Apr 15	Tue - Apr 16	Tue - Apr 16
Fri - May 10	9	Tue - Apr 23	Thu - Apr 25	Mon - Apr 29	Wed - May 01	Wed - May 01
Fri - May 24	10	Wed - May 08	Fri - May 10	Tue - May 14	Thu - May 16	Thu - May 16
Mon - Jun 10	11	Wed - May 22	Fri - May 24	Wed - May 29	Mon - Jun 03	Mon - Jun 03
Tue - Jun 25	12	Fri - Jun 07	Tue - Jun 11	Thu - Jun 13	Mon - Jun 17	Mon - Jun 17
Wed - Jul 10	13	Thu - Jun 20	Tue - Jun 25	Thu - Jun 27	Mon - Jul 01	Mon - Jul 01
Thu - Jul 25	14	Fri - Jul 05	Wed - Jul 10	Mon - Jul 15	Tue - Jul 16	Tue - Jul 16
Fri - Aug 09	15	Mon - Jul 22	Thu - Jul 25	Tue - Jul 30	Thu - Aug 01	Thu - Aug 01
Mon - Aug 26	16	Thu - Aug 08	Mon - Aug 12	Wed - Aug 14	Fri - Aug 16	Fri - Aug 16
Tue - Sep 10	17	Thu - Aug 22	Mon - Aug 26	Wed - Aug 28	Tue - Sep 03	Tue - Sep 03
Wed - Sep 25	18	Mon - Sep 09	Wed - Sep 11	Fri - Sep 13	Mon - Sep 16	Mon - Sep 16
Thu - Oct 10	19	Thu - Sep 19	Tue - Sep 24	Fri - Sep 27	Tue - Oct 01	Tue - Oct 01
Fri - Oct 25	20	Mon - Oct 07	Thu - Oct 10	Tue - Oct 15	Wed - Oct 16	Wed - Oct 16
Fri - Nov 08	21	Wed - Oct 23	Fri - Oct 25	Tue - Oct 29	Fri - Nov 01	Fri - Nov 01
Mon - Nov 25	22	Wed - Nov 06	Fri - Nov 08	Wed - Nov 13	Mon - Nov 18	Mon - Nov 18
Tue - Dec 10	23	Wed - Nov 20	Fri - Nov 22	Tue - Nov 26	Mon - Dec 02	Mon - Dec 02
Tue - Dec 24	24	Fri - Dec 06	Tue - Dec 10	Thu - Dec 12	Mon - Dec 16	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