### 2024 HUMAN RESOURCES PAYROLL SCHEDULE

#### 2024 Paydates | Pay # | Personnel Action 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 | Higher Level Duty Forms to Human Resources by 12:00 Noon
---|---|---|---|---|---|---
Wed - Jan 10 | 1 | Thu - Dec 19 | Fri - Dec 22 | Wed - Dec 27 | Tue - Jan 02 | Thu - 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
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 - 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