

2024 Payroll and Workday Approval Deadline Calendar (Tabular)

Pay Period	Payroll Calculation Window	Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm)	Timesheet Approval and Costing Allocation Deadlines (9pm)	Payday	Pay Period Hours
Dec 16-31, 2023	Dec 23, 2023 – Jan 4, 2024	Dec 31 2023	Jan 4, 2024	Jan 10, 2024	80
Jan 1-15	Jan 11 - 19	Jan 15	Jan 19	Jan 25	88
Jan 16-31	Jan 26 – Feb 5	Jan 31	Feb 5	Feb 9	96
Feb 1-15	Feb 10 -20	Feb 15	Feb 20	Feb 26	88
Feb 16-29	Feb 27 – Mar 5	Feb 29	Mar 5	Mar 11	80
Mar 1-15	Mar 12-19	Mar 15	Mar 19	Mar 25	88
Mar 16-31	Mar 26 – Apr 4	Mar 31	Apr 4	Apr 10	80
Apr 1-15	Apr 11-19	Apr 15	Apr 19	Apr 25	88
Apr 16-30	Apr 26 – May 6	Apr 30	May 6	May 10	88
May 1-15	May 11-20	May 15	May 20	May 24	88
May 16-31	May 25 – June 4	May 31	June 4	June 10	96
June 1-15	June 11-20	June 15	June 20	June 25	80
June 16-30	June 26 – July 3	June 30	July 3	July 10	80
July 1-15	July 11-19	July 15	July 19	July 25	88
July 16-31	July 26 – Aug 5	July 31	Aug 5	Aug 9	96
Aug 1-15	Aug 10-20	Aug 15	Aug 20	Aug 26	88
Aug 16-31	Aug 27 – Sept 4	Aug 31	Sept 4	Sept 10	88
Sept 1-15	Sept 11-19	Sept 15	Sept 19	Sept 25	80
Sept 16-30	Sept 26 – Oct 4	Sept 30	Oct 4	Oct 10	88
Oct 1-15	Oct 11-21	Oct 15	Oct 21	Oct 25	88
Oct 16-31	Oct 26 – Nov 4	Oct 31	Nov 4	Nov 8	96
Nov 1-15	Nov 9-19	Nov 15	Nov 19	Nov 25	88
Nov 16-30	Nov 26 – Dec 4	Nov 30	Dec 4	Dec 10	80
Dec 1-15	Dec 11-18	Dec 15	Dec 18	Dec 24	80
Dec 16-31, 2024	Dec 25, 2024– Jan 6, 2025	Dec 31	Jan 6, 2025	Jan 10, 2025	96

