# MONTHLY PAYROLL SCHEDULE 2023 - 2024

| Month | Payroll ID | Supervisors/Managers approve pending time deadline @ 5PM | CTOD & LWOP Deadline @ 5PM | Return LOA & Timekeepers Approvals - Deadline @ 5PM | CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM | Distribution Changes Completed @ 5PM | Authorization & Supplemental Pay Detail Report Approval @ 5PM | Payroll Confirmed (Lockout remains pending Distribution) | Pay Day | Off-Cycle Check Request Deadline @5PM ** | Off Cycle Check Payday | Holidays / Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| July | 20241R01 | Jul 6 | Jul 14 | Jul 14 | Jul 14 | Jul 18 | Jul 21 | Jul 24 | Jul 31 | Aug 4 | Aug 15 | Independence Day Tue Jul 4 |
| Aug | 20241R02 | Aug 6 | Aug 11 | Aug 18 | Aug 16 | Aug 18 | Aug 23 | Aug 24 | Aug 31 | Sep 6 | Sep 15 | |
| Sep | 20241R03 | Sep 6 | Sept 8 | Sept 15 | Sep 14 | Sep 18 | Sep 21 | Sep 22 | Sep 29 | Oct 5 | Oct 13 | Labor Day Mon Sept 4 |
| Oct | 20241R04 | Oct 6 | Oct 13 | Oct 13 | Oct 16 | Oct 18 | Oct 23 | Oct 24 | Oct 31 | Nov 6 | Nov 15 | |
| Nov | 20241R05 | Nov 6 | Nov 10 | Nov 10 | Nov 13 | Nov 15 | Nov 20 | Nov 21 | Nov 30 | N/A | Pay on 1R06 | Thanksgiving Nov 23-24 |
| Dec | 20241R06 | Dec 1 | Dec 1 | Dec 8 | Dec 6 | Dec 8 | Dec 13 | Dec 14 | *Dec 21 | Jan 4 | Jan 12 | Winter Break Dec 22 -Jan 1 |
| Jan | 20241R07 | Jan 6 | Jan 12 | Jan 12 | Jan 16 | Jan 18 | Jan 23 | Jan 24 | Jan 31 | Feb 6 | Feb 15 | ML King Jr Mon Jan 15 |
| Feb | 20241R08 | Feb 6 | Feb 9 | Feb 16 | Feb 14 | Feb 16 | Feb 21 | Feb 22 | Feb 29 | Mar 6 | Mar 15 | |
| Mar | 20241R09 | Mar 6 | Mar 8 | Mar 15 | Mar 14 | Mar 18 | Mar 21 | Mar 22 | Mar 29 | Apr 4 | Apr 15 | |
| Apr | 20241R10 | Apr 6 | Apr 12 | Apr 12 | Apr 15 | Apr 17 | Apr 22 | Apr 23 | Apr 30 | May 6 | May 15 | |
| May | 20241R11 | May 6 | May 10 | May 17 | May 15 | May 17 | May 22 | May 23 | May 31 | Jun 6 | Jun 14 | Memorial Day Mon May 27 |
| June | 20241R12 | Jun 6 | Jun 7 | Jun 14 | Jun 13 | Jun 17 | Jun 20 | Jun 21 | Jun 28 | Jul 5 | Jul 15 | |

**CTOD** - CompTime on Demand

**LWOP** - Leave Without Pay

**LOA** - Leave of Absence

*Deviations Due to Holiday*

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

*Deadlines are 5 PM unless otherwise noted*