

PAYROLL PROCESSING SCHEDULE FY24

- * All Salary or Position Changes must be effective on a Sunday.
- * Any Salary or Position EIB must be submitted to HR Service Team via Service Now per the schedule below.
- * Individual changes must be submitted and have final approval per the schedule below.
- * Please make sure to submit with enough time to obtain all required approvals.

- Hires, Terminations, Transfers
- Extra Compensation / Period Activity Pay / One Time Payments

Please note: Payroll Distribution Chans (PDC) forms follow the pay periods for the pay group the individual's position falls under: Semi-Monthly or Bi-Weekly.

Semi-Monthly Schedule

Pay Group	Pay #	Due Date to HR Services for EIB	Due Date to Ensure Single Changes are Effective	Pay Date	Pay Group	Pay #	Due Date to HR Services for EIB	Due Date to Ensure Single Changes are Effective	Pay Date
SM	13	06/30/23	07/07/2023	07/14/2023	SM	1	12/21/23	01/05/2024	01/12/2024
SM	14	07/17/23	07/24/2023	07/31/2023	SM	2	01/17/24	01/24/2024	01/31/2024
SM	15	08/01/23	08/08/2023	08/15/2023	SM	3	02/01/24	02/08/2024	02/15/2024
SM	16	08/17/23	08/24/2023	08/31/2023	SM	4	02/15/24	02/22/2024	02/29/2024
SM	17	09/01/23	09/08/2023	09/15/2023	SM	5	03/01/24	03/08/2024	03/15/2024
SM	18	09/15/23	09/22/2023	09/29/2023	SM	6	03/15/24	03/22/2024	03/29/2024
SM	19	09/29/23	10/06/2023	10/13/2023	SM	7	04/01/24	04/08/2024	04/15/2024
SM	20	10/17/23	10/24/2023	10/31/2023	SM	8	04/16/24	04/23/2024	04/30/2024
SM	21	11/01/23	11/07/2023	11/15/2023	SM	9	05/01/24	05/08/2024	05/15/2024
SM	22	11/16/23	11/20/2023	11/30/2023	SM	10	05/17/24	05/23/2024	05/31/2024
SM	23	12/01/23	12/08/2023	12/15/2023	SM	11	05/31/24	06/07/2024	06/14/2024
SM	24	12/08/23	12/15/2023	12/29/2023	SM	12	06/14/24	06/21/2024	06/28/2024

Bi-Weekly Schedule

Bi-Weekly due dates, EIB = 2 weeks prior t check date, individual changes final approval by Monday of pay week.

Pay Group	Pay #	Pay Period Start Date	Pay Period End Date	Pay Date	Pay Group	Pay #	Pay Period Start Date	Pay Period End Date	Pay Date
BW	15	07/02/2023	07/15/2023	07/21/2023	BW	2	12/31/2023	01/13/2024	01/19/2024
BW	16	07/16/2023	07/29/2023	08/04/2023	BW	3	01/14/2024	01/27/2024	02/02/2024
BW	17	07/30/2023	08/12/2023	08/18/2023	BW	4	01/28/2024	02/10/2024	02/16/2024
BW	18	08/13/2023	08/26/2023	09/01/2023	BW	5	02/11/2024	02/24/2024	03/01/2024
BW	19	08/27/2023	09/09/2023	09/15/2023	BW	6	02/25/2024	03/09/2024	03/15/2024
BW	20	09/10/2023	09/23/2023	09/29/2023	BW	7	03/10/2024	03/23/2024	03/29/2024
BW	21	09/24/2023	10/07/2023	10/13/2023	BW	8	03/24/2024	04/06/2024	04/12/2024
BW	22	10/08/2023	10/21/2023	10/27/2023	BW	9	04/07/2024	04/20/2024	04/26/2024
BW	23	10/22/2023	11/04/2023	11/09/2023	BW	10	04/21/2024	05/04/2024	05/10/2024
BW	24	11/05/2023	11/18/2023	11/24/2023	BW	11	05/05/2024	05/18/2024	05/24/2024
BW	25	11/19/2023	12/02/2023	12/08/2023	BW	12	05/19/2024	06/01/2024	06/07/2024
BW	26	12/03/2023	12/16/2023	12/22/2023	BW	13	06/02/2024	06/15/2024	06/21/2024
BW	1	12/17/2023	12/30/2023	01/05/2024	BW	14	06/16/2024	06/29/2024	07/05/2024