

Payroll Schedule 2024

PR#	Pay ID	PP Hours	Take & Ent	Pay Period	Deadline for Guaranteed Submission of Manager Self Service Transactions, ADJ/STU Uploads & TEMP Hires	Manager/ Supervisor Time/Leave approval deadline is 10 AM	Pay Day
1	2401A	88	1/1	01/01 - 01/15	01/10	01/16	01/25
2	2401B	96	2	01/16 - 01/31	01/29	02/01	02/09
3	2402A	88	3/3	02/01 - 02/15	02/13	02/16	02/26
4	2402B	80	4	02/16 - 02/29	02/27	03/01	03/11
5	2403A	88	5/5	03/01 - 03/15	03/13	03/18	03/25
6	2403B	80	6	03/16 - 03/31	03/27	04/01	04/10
7	2404A	88	7/7	04/01 - 04/15	04/11	04/16	04/25
8	2404B	88	8	04/16 - 04/30	04/26	05/01	05/10
9	2405A	88	9/9	05/01 - 05/15	05/13	05/16	05/24
10	2405B	96	10	05/16 - 05/31	05/29	06/03	06/10
11	2406A	80	11/11	06/01 - 06/15	06/12	06/17	06/25
12	2406B	80	12	06/16 - 06/30	06/26	07/01	07/10
13	2407A	88	13/13	07/01 - 07/15	07/11	07/16	07/25
14	2407B	96	14	07/16 - 07/31	07/29	08/01	08/09
15	2408A	88	15/15	08/01 - 08/15	08/13	08/16	08/26
16	2408B	88	16	08/16 - 08/31	08/28	09/03	09/10
17	2409A	80	17/17	09/01 - 09/15	09/11	09/17	09/25
18	2409B	88	18	09/16 - 09/30	09/26	10/01	10/10
20	2410A	88	19/19	10/01 - 10/15	10/11	10/16	10/25
20	2410B	96	20	10/16 - 10/31	10/29	11/01	11/08
21	2411A	88	21/21	11/01 - 11/15	11/13	11/18	11/25
22	2411B	80	22	11/16 - 11/30	11/25	12/02	12/10
23	2412A	80	23/23	12/01 - 12/15	12/11	12/17	12/24
24	2412B	96	24	12/16 - 12/31	12/27	01/02	01/10

* Short payroll
deadline