Payroll Calendar 2023-2024

07/2	Time				30	23	16	9	2		SUN	
27/23 HR	Entry I	Payroll	Payroll close	HR/Pay	(31)	24	17	10	3		MON	
07/27/23 HR re-entry at 1:00 pm	Time Entry Lock Out 6/11 - 6/30 & 7/1-7/10	Payroll Complete	close	HR/Payroll Actions *		25	18	11	4		TUE	2
/ at 1:00	ıt 6/11	te		ns *		26	19	12	5		WED	JULY 2023
pm pm	- 6/30					27	20	13	6		THU	23
	8 7/1		Off cycle	PAP pull		28	21	14	7		FRI	
	-7/10		е	_		29	22	15	8	1	SAT	

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08/2	≓					27	20	13	6		SUN	
4/23 HR 0/23 HR	ne Ent	Payroll	Payroll close	HR/Pay		28	21	14	7		MON	
data en	ry Lock	Payroll Complete	close	HR/Payroll Actions *		29	22	15	8	1	TUE	AUG
08/24/23 HR data entry by 5:00 pm 08/30/23 HR re-entry at 1:00 pm	Out 7,	te		ns *		30	23	16	9	2	WED	AUGUST 2023
pm pm	Time Entry Lock Out 7/11 - 8/10/2023					(3)	24	17	10	3	UHT	2023
	/10/20		Off cycle	PAP pull			25	18	11	4	FRI	
	23		Ф	_			26	19	12	5	SAT	

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22/23 HR 28/23 HR	me Ent	Payroll	Payroll close	HR/Pay		25	18	11	4		MON	
09/22/23 HR data entry by 5:00 pm 09/28/23 HR re-entry at 1:00 pm	Time Entry Lock Out 8/11 - 9/10/2023	Payroll Complete	close	HR/Payroll Actions *		26	19	12	5		TUE	SEPTEMBER 2023
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	023		Ф				28	21	14	7	SAT	

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9/23 HR	1/23 HR	e Entry	Payroll	Payroll close	HR/Pay		27	20	13	6		MON	
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y at 1:00	try by 5	Out 10	ete		ns *		29	22	15	8	1	WED	MBER
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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	Payroll close	close			Off cycle	(D
	Payroll	Payroll Complete	te			
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0/24 HR	3/24 HR	ne Ent	Payroll	Payroll close	HR/Pay		27	20	13	6		MON	
05/30/24 HR re-entry at 1:00 pm	05/23/24 HR data entry by 5:00 pm	Time Entry Lock Out 4/11 - 5/10/2024	Payroll Complete	close	HR/Payroll Actions *		28	21	14	7		TUE	ĭ
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		24		Ф				25	18	11	4	SAT	

SUN MON TUE WED THU FRI SAT			pm	/ at 1:00	re-entry	06/26/24 HR re-entry at 1:00 pm	06/2
MON TUE WED THU FRI			00 pm	try by 5:	data en	.8/24 HR	06/1
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JUNE 2024	SAT	FRI	THU	WED	TUE	MON	SUN
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ase refer to the Academic Calendar to confirm dates for 4/10 schedule.

= Payday
= Holiday
* Personnel/Payroll Actions: New Hire/Rehire, Comp changes, Out of Class, LCB, Special Projects, faculty NOA's, Sub timesheets, etc
Time entry lock out. All hours from the 11th to the 10th of the month should be submitted and approved by this date.
Blended color boxes have more than one scheduled event.
Payroll Closed Saturdays, Sundays, and holidays.
Payroll Closed Fridays June 07, 2024 - August 2, 2024
Payroll Closed Fridays June 07, 2024 - August 2, 2024