

Payroll Calendar 2023-2024

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

AUGUST 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 7/11 - 8/10/2023 08/24/23 HR data entry by 5:00 pm 08/30/23 HR re-entry at 1:00 pm						

SEPTEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 8/11 - 9/10/2023 09/22/23 HR data entry by 5:00 pm 09/28/23 HR re-entry at 1:00 pm						

OCTOBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	5	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 9/11 - 10/10/2023 10/24/23 HR data entry by 5:00 pm 10/30/23 HR re-entry at 1:00 pm						

NOVEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 10/11 - 11/10/2023 11/21/23 HR data entry by 5:00 pm 11/29/23 HR re-entry at 1:00 pm						

DECEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Pay period is 11/11 to 11/30/2023 HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 11/11 - 11/30/2023 12/11/23 HR data entry by 5:00 pm 12/15/23 HR re-entry at 1:00 pm						

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Pay period is 12/1/2023 to 1/10/2024 HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 12/1/23 - 1/10/2024 01/24/24 HR data entry by 5:00 pm 01/30/24 HR re-entry at 1:00 pm						

FEBRUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 1/11 - 2/10/2024 02/22/24 HR data entry by 5:00 pm 02/28/24 HR re-entry at 1:00 pm						









MARCH 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 2/11 - 3/10/2024 03/21/24 HR data entry by 5:00 pm 03/27/24 HR re-entry at 1:00 pm						

APRIL 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 3/11 - 4/10/2024 04/23/24 HR data entry by 5:00 pm 04/29/24 HR re-entry at 1:00 pm						

MAY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 4/11 - 5/10/2024 05/23/24 HR data entry by 5:00 pm 05/30/24 HR re-entry at 1:00 pm						

JUNE 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
HR/Payroll Actions * PAP pull Payroll close Off cycle Payroll Complete Time Entry Lock Out 5/11 - 6/10/2024 06/18/24 HR data entry by 5:00 pm 06/26/24 HR re-entry at 1:00 pm						

Key:
**Please refer to the Academic Calendar to confirm dates for 4/10 schedule.

	= Payday
	= Holiday
	* Personnel/HR/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 09, 2023 - August 4, 2023
	Payroll Closed Fridays June 07, 2024 - August 2, 2024