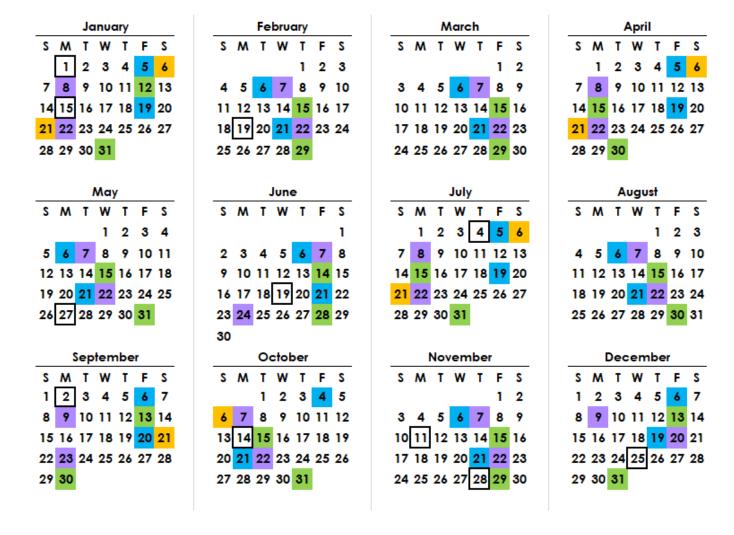


2024 Payroll Calendar

Timecard Submission, Approval and Pay Dates



Indicates Federal Reserve Holiday

Student and Staff Timesheet Submission *

Weekend Student and Staff Timesheet Submission **

Supervisor Timesheet Approval

Payday

Pay period cycles close the 6^{th} and 21^{st} of each month. Student and staff timesheet submissions should generally be completed on these dates.

When the 6th or the 21st falls on a weekend:

- * Students and staff members regularly working Monday through Friday should submit reported time the Friday before the pay period close.
- ** Students and staff members working weekend shifts should submit reported time on the designated "Weekend Student and Staff Timecard Submission" date.