

JANUARY 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
1	Winter Break HOLIDAY	2	Winter Break DECLARED HOLIDAY	3	Winter Break DECLARED HOLIDAY	4		5	Employees Submit Timesheets and Leave Reports
8	10:00 am Approve Timesheets and Leave Reports	9		10		11		12	** PAY DAY **
15	Martin Luther King, Jr. Day HOLIDAY	16	9:00 am Personnel Action Forms Due in Human Resources Pay Period (1/7/24 to 1/20/24)	17		18		19	Employees Submit Timesheets and Leave Reports
22	10:00 am Approve Timesheets and Leave Reports	23		24		25		26	** PAY DAY **
29		30	9:00 am Personnel Action Forms Due in Human Resources Pay Period (1/21/24 to 2/3/24)	31					

FEBRUARY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Timesheets and Leave Reports
5 10:00 am Approve Timesheets and Leave Reports	6	7	8	9 ** PAY DAY **
12	13 9:00 am Personnel Action Forms Due in Human Resources Pay Period (2/4/24 to 2/17/24)	14	15	16 Employees Submit Timesheets and Leave Reports
19 10:00 am Approve Timesheets and Leave Reports	20	21	22	23 ** PAY DAY **
26	27 9:00 am Personnel Action Forms Due in Human Resources Pay Period (2/18/24 to 3/2/24)	28	29	

MARCH 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Timesheets and Leave Reports
4 10:00 am Approve Timesheets and Leave Reports	5	6	7	8 ** PAY DAY **
11	12 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/3/24 to 3/16/24)	13	14	15 Employees Submit Timesheets and Leave Reports
18 10:00 am Approve Timesheets and Leave Reports	19	20	21	22 ** PAY DAY **
25	26 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/17/24 to 3/30/24)	27	28	29 DECLARED HOLIDAY Employees Submit Timesheets and Leave Reports

MAY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Personnel Action Forms Due in Human Resources Pay Period (4/28/24 to 5/11/24)	8	9	10 Employees Submit Timesheets and Leave Reports
13 10:00 am Approve Timesheets and Leave Reports	14	15	16	17 ** PAY DAY **
20 9:00 am Personnel Action Forms Due in Human Resources Pay Period (5/12/24 to 5/25/24)	21	22 Employees Submit Timesheets and Leave Reports	23 10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	24 DECLARED HOLIDAY
27 Memorial Day HOLIDAY	28	29	30	31 ** PAY DAY ** (No Insurance Deductions)

JUNE 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
3		4	9:00 am Personnel Action Forms Due in Human Resources Pay Period (5/26/24 to 6/8/24)	5		6		7	Employees Submit Timesheets and Leave Reports
10	10:00 am Approve Timesheets and Leave Reports	11		12		13		14	** PAY DAY **
17		18	9:00 am Personnel Action Forms Due in Human Resources Pay Period (6/9/24 to 6/22/24)	19	Juneteenth HOLIDAY	20		21	Employees Submit Timesheets and Leave Reports
24	10:00 am Approve Timesheets and Leave Reports	25		26		27		28	** PAY DAY **

JULY 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
1		2	9:00 am Personnel Action Forms Due in Human Resources Pay Period (6/23/24 to 7/6/24)	3		4	Independence Day HOLIDAY	5	DECLARED HOLIDAY Employees Submit Timesheets and Leave Reports
8	10:00 am Approve Timesheets and Leave Reports	9		10		11		12	** PAY DAY **
15		16	9:00 am Personnel Action Forms Due in Human Resources Pay Period (7/7/24 to 7/20/24)	17		18		19	Employees Submit Timesheets and Leave Reports
22	10:00 am Approve Timesheets and Leave Reports	23		24		25		26	** PAY DAY **
29		30	9:00 am Personnel Action Forms Due in Human Resources Pay Period (7/21/24 to 8/3/24)	31					

AUGUST 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
						1		2	Employees Submit Timesheets and Leave Reports
5	10:00 am Approve Timesheets and Leave Reports	6		7		8		9	** PAY DAY **
12		13	9:00 am Personnel Action Forms Due in Human Resources Pay Period (8/4/24 to 8/17/24)	14		15		16	Employees Submit Timesheets and Leave Reports
19	10:00 am Approve Timesheets and Leave Reports	20		21		22		23	** PAY DAY **
26	9:00 am Personnel Action Forms Due in Human Resources Pay Period (8/18/24 to 8/31/24)	27		28		29	Employees Submit Timesheets and Leave Reports	30	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)

SEPTEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 Labor Day HOLIDAY	3	4	5 University Closure - (Administrative Leave) 1:30 pm - 5:00 pm	6 ** PAY DAY **
9	10 9:00 am Personnel Action Forms Due in Human Resources Pay Period (9/1/24 to 9/14/24)	11	12	13 Employees Submit Timesheets and Leave Reports
16 10:00 am Approve Timesheets and Leave Reports	17	18	19	20 ** PAY DAY **
23	24 9:00 am Personnel Action Forms Due in Human Resources Pay Period (9/15/24 to 9/28/24)	25	26	27 Employees Submit Timesheets and Leave Reports
30 10:00 am Approve Timesheets and Leave Reports	(Greyed out)	(Greyed out)	(Greyed out)	(Greyed out)

OCTOBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 ** PAY DAY **
7	8 9:00 am Personnel Action Forms Due in Human Resources Pay Period (9/29/24 to 10/12/24)	9	10	11 Employees Submit Timesheets and Leave Reports
14 10:00 am Approve Timesheets and Leave Reports	15	16	17	18 ** PAY DAY **
21	22 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/13/24 to 10/26/24)	23	24	25 Employees Submit Timesheets and Leave Reports
28 10:00 am Approve Timesheets and Leave Reports	29	30	31	

NOVEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ** PAY DAY **
4 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/27/24 to 11/9/24)	5	6	7 Employees Submit Timesheets and Leave Reports	8 10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
11 Veterans Day HOLIDAY	12	13	14	15 ** PAY DAY ** 9:00 am Personnel Action Forms Due in Human Resources Pay Period (11/10/24 to 11/23/24)
18	19	20 Employees Submit Timesheets and Leave Reports	21 10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	22
25	26	27 DECLARED HOLIDAY (No Insurance Deductions) ** PAY DAY **	28 Thanksgiving Day HOLIDAY	29 Day After Thanksgiving HOLIDAY

DECEMBER 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
2		3	9:00 am Personnel Action Forms Due in Human Resources Pay Period (11/24/24 to 12/7/24)	4		5		6	Employees Submit Timesheets and Leave Reports
9	10:00 am Approve Timesheets and Leave Reports	10	9:00 am Personnel Action Forms Due in Human Resources Pay Period (12/8/24 to 12/21/24)	11		12		13	** PAY DAY ** Employees Submit Timesheets and Leave Reports
16	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	17		18		19		20	
23	DECLARED HOLIDAY	24	Winter Break HOLIDAY	25	Winter Break HOLIDAY	26	Winter Break HOLIDAY	27	** PAY DAY ** Winter Break HOLIDAY
30	Winter Break HOLIDAY	31	Winter Break HOLIDAY						