

2024

Wage, Work Study, & Adjunct Timesheet/Pay Periods and Pay Dates

Part-time Bi-weekly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 15	December 28	January 12	December 19	12/22/23*	12/22/23*
December 29	January 11	January 26	January 9	1/11/24	1/12/24
January 12	January 25	February 9	January 23	1/25/24	1/26/24
January 26	February 8	February 23	February 6	2/8/24	2/9/24
February 9	February 22	March 8	February 20	2/22/24	2/23/24
February 23	March 7	March 22	March 5	3/7/24	3/8/24
March 8	March 21	April 5	March 19	3/21/24	3/22/24
March 22	April 4	April 19	April 2	4/4/24	4/5/24
April 5	April 18	May 3	April 16	4/18/24	4/19/24
April 19	May 2	May 17	April 30	5/2/24	5/3/24
May 3	May 16	May 31	May 14	5/16/24	5/17/24
May 17	May 30	June 14	May 28	5/30/24	5/31/24
May 31	June 13	June 28	June 11	6/13/24	6/14/24
June 14	June 27	July 12	June 25	6/27/24	6/28/24
June 28	July 11	July 26	July 9	7/11/24	7/12/24
July 12	July 25	August 9	July 23	7/25/24	7/26/24
July 26	August 8	August 23	August 6	8/8/24	8/9/24
August 9	August 22	September 6	August 20	8/22/24	8/23/24
August 23	September 5	September 20	September 3	9/5/24	9/6/24
September 6	September 19	October 4	September 17	9/19/24	9/20/24
September 20	October 3	October 18	October 1	10/3/24	10/4/24
October 4	October 17	November 1	October 15	10/17/24	10/18/24
October 18	October 31	November 15	October 29	10/31/24	11/1/24
November 1	November 14	November 29	November 12	11/14/24	11/15/24
November 15	November 28	December 13	November 21	11/26/24*	11/27/24*
November 29	December 12	December 27	December 10	12/12/24	12/13/24

Wage/ Workstudy

Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

*When time off is taken, an employee is not scheduled to work, or holidays occur at the end of a pay period, all hours should be entered no later than the last day worked

Managers should approve all hours by 10:00 A.M. on the next business day following the last day of the pay period.

Payment will be delayed on any hours reported and/or approved after the deadlines.

Adjunct

Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

All Part-time

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll including contracts.

All dates are subject to revision