

Hourly & Adjunct Employee Payroll Schedule

Deadline to HR for All Hourly Transactions	Deadline to Request Manual Checks	Hourly Paylines Open	Employee Deadline to enter time	Manager Deadline to approve time @ 10:00AM	Payroll Transmittal	Paydate	Pay Period #
Tuesday, November 21, 2023	Thursday, December 7, 2023	Tuesday, January 2, 2024	Thursday, December 14, 2023	Friday, December 15, 2023	Friday, January 5, 2024	Wednesday, January 10, 2024	1
Tuesday, December 19, 2023	Friday, January 19, 2024	Tuesday, January 30, 2024	Wednesday, January 31, 2024	Thursday, February 1, 2024	Tuesday, February 6, 2024	Friday, February 9, 2024	2
Tuesday, January 23, 2024	Friday, February 16, 2024	Tuesday, February 27, 2024	Thursday, February 29, 2024	Friday, March 1, 2024	Tuesday, March 5, 2024	Friday, March 8, 2024	3
Friday, March 1, 2024	Friday, March 15, 2024	Thursday, March 28, 2024	Thursday, March 28, 2024	Monday, April 1, 2024	Friday, April 5, 2024	Wednesday, April 10, 2024	4
Monday, April 1, 2024	Friday, April 19, 2024	Tuesday, April 30, 2024	Tuesday, April 30, 2024	Wednesday, May 1, 2024	Tuesday, May 7, 2024	Friday, May 10, 2024	5
Tuesday, April 30, 2024	Friday, May 17, 2024	Wednesday, May 29, 2024	Friday, May 31, 2024	Monday, June 3, 2024	Wednesday, June 5, 2024	Monday, June 10, 2024	6
Tuesday, May 28, 2024	Friday, June 14, 2024	Friday, June 28, 2024	Friday, June 28, 2024	Monday, July 1, 2024	Friday, July 5, 2024	Wednesday, July 10, 2024	7
Tuesday, July 2, 2024	Friday, July 19, 2024	Tuesday, July 30, 2024	Wednesday, July 31, 2024	Thursday, August 1, 2024	Tuesday, August 6, 2024	Friday, August 9, 2024	8
Wednesday, July 31, 2024	Friday, August 16, 2024	Thursday, August 29, 2024	Friday, August 30, 2024	Friday, August 30, 2024	Thursday, September 5, 2024	Tuesday, September 10, 2024	9
Friday, August 30, 2024	Friday, September 20, 2024	Monday, September 30, 2024	Monday, September 30, 2024	Tuesday, October 1, 2024	Monday, October 7, 2024	Thursday, October 10, 2024	10
Monday, September 30, 2024	Friday, October 18, 2024	Tuesday, October 29, 2024	Thursday, October 31, 2024	Friday, November 1, 2024	Tuesday, November 5, 2024	Friday, November 8, 2024	11
Thursday, October 31, 2024	Friday, November 15, 2024	Wednesday, November 27, 2024	Wednesday, November 27, 2024	Monday, December 2, 2024	Thursday, December 5, 2024	Tuesday, December 10, 2024	12
Monday, November 25, 2024	Friday, December 6, 2024	Thursday, January 2, 2025	Thursday, December 19, 2024	Friday, December 20, 2024	Tuesday, January 7, 2025	Friday, January 10, 2025	13