

2024 PAYROLL DATES

Payroll #	Payroll Period Covered		Monthly Accruals Added	Deduction Schedule Key*	Biweekly Paper Sheets**	Biweekly Web Time Sheets by 9:00 pm***	Biweekly Web Approval by 12:00 pm***	Monthly Reports****	Adjunct/Overload Pay Schedule	Payday <small>(Always Friday unless noted)</small>
	From	To								
1	12/25/23	01/07/24		5	01/04/24	01/07/24	01/08/24	1/8/2024		01/12/24
2	01/08/24	01/21/24	Yes	2	01/18/24	01/21/24	01/22/24			01/26/24
3	01/22/24	02/04/24		1	02/01/24	02/04/24	02/05/24	2/7/2024	Pay 1 of 9 Spring 2024	02/09/24
4	02/05/24	02/18/24	Yes	2	02/15/24	02/18/24	02/19/24			02/23/24
5	02/19/24	03/03/24		1	02/29/24	03/03/24	03/04/24	3/7/2024		03/08/24
6	03/04/24	03/17/24	Yes	2	03/14/24	03/17/24	03/18/24			03/22/24
7	03/18/24	03/31/24		1	03/28/24	03/31/24	04/01/24	4/5/2024		04/05/24
8	04/01/24	04/14/24	Yes	2	04/11/24	04/14/24	04/15/24			04/19/24
9	04/15/24	04/28/24		1	04/25/24	04/28/24	04/29/24	5/7/2024		05/03/24
10	04/29/24	05/12/24		2	05/09/24	05/12/24	05/13/24			05/17/24
11	05/13/24	05/26/24	Yes	3	05/22/24	05/23/24	05/24/24		Pay 9 of 9 Spring 2024	05/31/24
12	05/27/24	06/09/24		5	06/06/24	06/09/24	06/10/24	6/7/2024		06/14/24
13	06/10/24	06/23/24	Yes	2	06/20/24	06/23/24	06/24/24			06/28/24
14	06/24/24	07/07/24		5	07/03/24	07/07/24	07/08/24	7/8/2024		07/12/24
15	07/08/24	07/21/24	Yes	2	07/18/24	07/21/24	07/22/24			07/26/24
16	07/22/24	08/04/24		6	08/01/24	08/04/24	08/05/24	8/7/2024		08/09/24
17	08/05/24	08/18/24	Yes	2	08/15/24	08/18/24	08/19/24			08/23/24
18	08/19/24	09/01/24		4	08/28/24	08/29/24	08/30/24	9/9/2024	Pay 1 of 9 Fall 2024	09/06/24
19	09/02/24	09/15/24	Yes	2	09/12/24	09/15/24	09/16/24			09/20/24
20	09/16/24	09/29/24		1	09/26/24	09/29/24	09/30/24	10/7/2024		10/04/24
21	09/30/24	10/13/24	Yes	2	10/09/24	10/10/24	10/11/24			10/18/24
22	10/14/24	10/27/24		1	10/24/24	10/27/24	10/28/24	11/7/2024	Longevity	11/01/24
23	10/28/24	11/10/24		2	11/07/24	11/10/24	11/11/24			11/15/24
24	11/11/24	11/24/24	Yes	3	11/19/24	11/20/24	11/21/24		Wednesday	11/27/24
25	11/25/24	12/08/24		1	12/05/24	12/08/24	12/09/24	12/6/2024		12/13/24
26	12/09/24	12/22/24	Yes	2	12/11/24	12/12/24	12/13/24		Pay 9 of 9 Fall 2024	12/27/24

* Deduction Schedule Key: (all deductions are taken each payroll **except** those noted as follows);

- 1 = Dependent Life Insurance, Vision Premiums
- 2 = Union Dues (Guild & Faculty only), Dental Premiums
- 3 = Health Premiums, Health & Dependent Care Spending, Dental Premiums, Vision Premiums, Faculty & Guild Dues, Dependent Life Ins, Voluntary Life Ins
- 4 = Dependent Life Insurance, Vision Premiums & Faculty Dues Only
- 5 = Dependent Life Insurance, Vision Premiums, FA Adjunct Dental
- 6 = Dependent Life Insurance, Vision Premiums, FA Adjunct Dental & Faculty Dues Only

Deadlines

- ** **Bi-weekly** - Clerical, Management Confidential Maintenance & Other Paper Timesheets
- *** **Web Time Sheets** - Part Time and Student Employees
- **** **Monthly** - Faculty, Guild and Administration Leave Reports

HOLIDAYS

NEW YEARS DAY	Monday, January 1, 2024
MARTIN LUTHER KING JR DAY	Monday, January 15, 2024
■ LINCOLN'S BIRTHDAY	Monday, February 12, 2024
■ PRESIDENT'S DAY	Monday, February 19, 2024
MEMORIAL DAY	Monday, May 27, 2024
# JUNETEENTH	Wednesday, June 19, 2024
INDEPENDENCE DAY	Thursday, July 4, 2024
LABOR DAY	Monday, September 2, 2024
COLUMBUS DAY	Monday, October 14, 2024
■ ELECTION DAY	Tuesday, November 5, 2024
■ VETERAN'S DAY	Monday, November 11, 2024
# DAY BEFORE THANKSGIVING	Wednesday, November 27, 2024
THANKSGIVING DAY	Thursday, November 28, 2024
DAY AFTER THANKSGIVING	Friday, November 29, 2024
CHRISTMAS DAY	Wednesday, December 25, 2024
NEW YEARS DAY	Wednesday, January 1, 2025

Curtailment 2024-2025 will begin on 12/21/24 and will end on 1/1/25. Return to work on 1/2/25.

■ These are compensatory holidays for clerical, maintenance, administrative, guild employees and 12 month faculty. # This is a compensatory holiday for clerical, maintenance, administrative and guild employees and a holiday for 12 month faculty. **An employee must work these days** to earn a compensatory day which may be used later in the year. Time not worked on these days will be charged as compensatory holiday time used. Such compensatory days must be used before August 31 of the academic year in which they are earned. All other dates listed are holidays on which the entire campus is closed.

PLEASE SAVE FOR FUTURE REFERENCE