

MONTHLY PAYROLL SCHEDULE 2024

Pay Period ID	Pay Period Begin Date	Pay Period End Date	Pay Date	Payroll Timecard Deadline-10 a.m.	Provost Faculty Contract Deadline-5 p.m.	HR Faculty Contract Deadline-5 p.m.	HR Staff Paperwork Deadline-Noon
M2401	01/01/24	01/31/24	01/26/24	01/17/24	12/18/23	01/11/24	01/15/24
M2402	02/01/24	02/29/24	02/26/24	02/16/24	01/29/24	02/09/24	02/14/24
M2403	03/01/24	03/31/24	03/26/24	03/15/24	02/26/24	03/08/24	03/14/24
M2404	04/01/24	04/30/24	04/26/24	04/17/24	03/25/24	04/10/24	04/16/24
M2405	05/01/24	05/31/24	05/24/24	05/17/24	04/22/24	05/10/24	05/14/24
M2406	06/01/24	06/30/24	06/26/24	06/17/24	05/27/24	06/10/24	06/13/24
M2407	07/01/24	07/31/24	07/26/24	07/17/24	06/24/24	07/10/24	07/16/24
M2408	08/01/24	08/31/24	08/26/24	08/16/24	07/22/24	08/09/24	08/14/24
M2409	09/01/24	09/30/24	09/26/24	09/17/24	08/19/24	09/10/24	09/16/24
M2410	10/01/24	10/31/24	10/25/24	10/17/24	09/23/24	10/10/24	10/15/24
M2411	11/01/24	11/30/24	11/26/24	11/15/24	10/21/24	11/08/24	11/14/24
M2412	12/01/24	12/31/24	12/20/24	12/16/24	11/25/24	12/09/24	12/10/24
M2501	01/01/25	01/31/25	01/24/25	01/17/25	12/16/24	01/10/25**	01/13/25

****Important Dates for 2024**

Monthly HR faculty paperwork deadlines are not based solely on payroll processing deadlines, and allow for periods of heavy volume and the additional steps involved with faculty hires. These deadlines allow HR, Payroll, and associated academic departments sufficient time to process faculty contract payments.

Monthly HR staff paperwork deadlines are based on payroll processing deadlines.