

Semi-Monthly Payroll Schedule for Calendar Year 2024

Semi-monthly employees are required to **submit** an electronic leave report every pay period by **11:59 pm** on the date indicated in the "**Web Leave Report Submit Due Date**" column below. They are *not* required to complete an electronic time sheet. They are paid the 15th and last day of the month.

Processing of any personnel actions must be submitted to Human Resources no later than 5 working days prior to the "Pay Date" listed below. Adherence to these due dates will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Pay Period Start Date	Pay Period End Date	Web Leave Report Submit Due Date	Web Leave Report Approve Due Date	Pay Date
1	1	1/1/2024	1/15/2024	1/18/2024	1/19/2024	1/12/2024
2	2	1/16/2024	1/31/2024	2/5/2024	2/6/2024	1/31/2024
3	1	2/1/2024	2/15/2024	2/20/2024	2/21/2024	2/15/2024
4	2	2/16/2024	2/29/2024	3/5/2024	3/6/2024	2/29/2024
5	1	3/1/2024	3/15/2024	3/20/2024	3/21/2024	3/15/2024
6	2	3/16/2024	3/31/2024	4/3/2024	4/4/2024	3/29/2024
7	1	4/1/2024	4/15/2024	4/18/2024	4/19/2024	4/15/2024
8	2	4/16/2024	4/30/2024	5/3/2024	5/6/2024	4/30/2024
9	1	5/1/2024	5/15/2024	5/20/2024	5/21/2024	5/15/2024
10	2	5/16/2024	5/31/2024	6/5/2024	6/6/2024	5/31/2024
11	1	6/1/2024	6/15/2024	6/20/2024	6/21/2024	6/14/2024
12	2	6/16/2024	6/30/2024	7/3/2024	7/5/2024	6/28/2024
13	1	7/1/2024	7/15/2024	7/18/2024	7/19/2024	7/15/2024
14	2	7/16/2024	7/31/2024	8/5/2024	8/6/2024	7/31/2024
15	1	8/1/2024	8/15/2024	8/20/2024	8/21/2024	8/15/2024
16	2	8/16/2024	8/31/2024	9/5/2024	9/6/2024	8/30/2024
17	1	9/1/2024	9/15/2024	9/18/2024	9/19/2024	9/13/2024
18	2	9/16/2024	9/30/2024	10/3/2024	10/4/2024	9/30/2024
19	1	10/1/2024	10/15/2024	10/18/2024	10/21/2024	10/15/2024
20	2	10/16/2024	10/31/2024	11/5/2024	11/6/2024	10/31/2024
21	1	11/1/2024	11/15/2024	11/20/2024	11/21/2024	11/15/2024
22	2	11/16/2024	11/30/2024	12/4/2024	12/5/2024	11/29/2024
23	1	12/1/2024	12/15/2024	12/18/2024	12/19/2024	12/13/2024
24	2	12/16/2024	12/31/2024	1/6/2025	1/7/2025	12/31/2024