

# *Bi-Weekly* Payroll Schedule for Calendar Year 2024

Bi-weekly employees are required to **submit** an electronic time sheet every pay period by **11:59 pm** on the date indicated in the **"Web Time Entry Submit Due Date"** column below. It is recommended that bi-weekly employees complete and save an electronic timesheet daily. They are *not* required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Web Time Entry Submit Due Date" column highlighted 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 Time Entry Submit Due Date	Web Time Entry Approve Due Date	Pay Date
1	1	12/17/2023	12/30/2023	T 1/2/2024	W 1/3/2024	1/12/2024
2	2	12/31/2023	1/13/2024	T 1/16/2024	W 1/17/2024	1/26/2024
3	1	1/14/2024	1/27/2024	T 1/30/2024	W 1/31/2024	2/9/2024
4	2	1/28/2024	2/10/2024	T 2/13/2024	W 2/14/2024	2/23/2024
5	1	2/11/2024	2/24/2024	T 2/27/2024	W 2/28/2024	3/8/2024
6	2	2/25/2024	3/9/2024	T 3/12/2024	W 3/13/2024	3/22/2024
7	1	3/10/2024	3/23/2024	T 3/26/2024	W 3/27/2024	4/5/2024
8	2	3/24/2024	4/6/2024	T 4/9/2024	W 4/10/2024	4/19/2024
9	1	4/7/2024	4/20/2024	T 4/23/2024	W 4/24/2024	5/3/2024
10	2	4/21/2024	5/4/2024	T 5/7/2024	W 5/8/2024	5/17/2024
11	3	5/5/2024	5/18/2024	T 5/21/2024	W 5/22/2024	5/31/2024
12	1	5/19/2024	6/1/2024	T 6/4/2024	W 6/5/2024	6/14/2024
13	2	6/2/2024	6/15/2024	M 6/17/2024	T 6/18/2024	6/28/2024
14	1	6/16/2024	6/29/2024	M 7/1/2024	T 7/2/2024	7/12/2024
15	2	6/30/2024	7/13/2024	T 7/16/2024	W 7/17/2024	7/26/2024
16	1	7/14/2024	7/27/2024	T 7/30/2024	W 7/31/2024	8/9/2024
17	2	7/28/2024	8/10/2024	T 8/13/2024	W 8/14/2024	8/23/2024
18	1	8/11/2024	8/24/2024	T 8/27/2024	W 8/28/2024	9/6/2024
19	2	8/25/2024	9/7/2024	T 9/10/2024	W 9/11/2024	9/20/2024
20	1	9/8/2024	9/21/2024	T 9/24/2024	W 9/25/2024	10/4/2024
21	2	9/22/2024	10/5/2024	T 10/8/2024	W 10/9/2024	10/18/2024
22	1	10/6/2024	10/19/2024	T 10/22/2024	W 10/23/2024	11/1/2024
23	2	10/20/2024	11/2/2024	T 11/5/2024	W 11/6/2024	11/15/2024
24	3	11/3/2024	11/16/2024	M 11/18/2024	T 11/19/2024	11/27/2024
25	1	11/17/2024	11/30/2024	T 12/3/2024	W 12/4/2024	12/13/2024
26	2	12/1/2024	12/14/2024	M 12/16/2024	T 12/17/2024	12/27/2024