

**2024 WORKDAY PAYROLL SCHEDULE FOR: Student Workers, Temporary Hourly,
Intermittent Classified, Special Pay, Letter of Appointment Hourly**

WORKDAY			
Pay Period Covered	Employee to Submit time to Supervisor no later than	Supervisor to approve no later than	Payday
12/16/23 – 12/31/23	1st	Jan 03, 2024	01/10/24
01/01/24 – 01/15/24	16th	Jan 18, 2024	01/25/24
01/16/24 – 01/31/24	1st	Feb 02, 2024	02/09/24
02/01/24 – 02/15/24	16th	Feb 16, 2024	02/23/24
02/16/24 – 02/29/24	1st	Mar 01, 2024	03/08/24
03/01/24 – 03/15/24	16th	Mar 18, 2024	03/25/24
03/16/24 – 03/31/24	1st	Apr 03, 2024	04/10/24
04/01/24 – 04/15/24	16th	Apr 18, 2024	04/25/24
04/16/24 – 04/30/24	1st	May 03, 2024	05/10/24
05/01/24 – 05/15/24	16th	May 17, 2024	05/24/24
05/16/24 – 05/31/24	1st	Jun 03, 2024	06/10/24
06/01/24 - 06/15/24	16th	Jun 18, 2024	06/25/24
06/16/24 – 06/30/24	1st	July 03,2024	07/10/24
07/01/24 – 07/15/24	16th	July 18, 2024	07/25/24
07/16/24 – 07/31/24	1st	Aug 02, 2024	08/09/24
08/01/24 – 08/15/24	16th	Aug 16, 2024	08/23/24
08/16/24 – 08/31/24	1st	Sept 03, 2024	09/10/24
09/01/24 – 09/15/24	16th	Sept 18,2024	09/25/24
09/16/24 – 09/30/24	1st	Oct 03, 2024	10/10/24
10/01/24 – 10/15/24	16th	Oct 17, 2024	10/24/24
10/16/24 – 10/31/24	1st	Nov 01, 2024	11/08/24
11/01/24 – 11/15/24	16th	Nov 18, 2024	11/25/24
11/16/24 – 11/30/24	1st	Dec 03, 2024	12/10/24
12/01/24 – 12/15/24	16th	Dec 17, 2024	12/24/24

Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.