

PAY: Payroll Cutoff Schedules for 2023-2024

Employee

Payroll Cutoff Schedule

Monthly		Semi-Monthly		Adjustment Periods			
Monthly Pay Date	Pay Period	Semi-Monthly Pay Date	Pay Period	Pay Complete No Data Entry Dates	Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll	Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.)	Pay Period Closed. Retro Payments (Time Entry Retro) must be requested from Payroll.
Jul 03	Jun 01-30	Jun 09 Jun 23	May 16-31 Jun 01-15	Jun 06 Jun 20 Jun 28	Jun 06 Jun 20	Jun 07 Jun 21	Jul 03 Jul 19 Aug 28
Aug 01	Jul 01-31	Jul 10 Jul 25	Jun 16-30 Jul 01-15	Jul 05 Jul 20 Jul 27	Jul 05 Jul 20	Jul 06 Jul 21	Aug 04 Aug 21 Sep 26
Sep 01	Aug 01-31	Aug 10 Aug 25	Jul 16-31 Aug 01-15	Aug 07 Aug 22 Aug 29	Aug 07 Aug 22	Aug 08 Aug 23	Sep 01 Sep 19 Oct 25
Oct 02	Sep 01-30	Sep 08 Sep 25	Aug 16-31 Sep 01-15	Sep 05 Sep 20 Sep 27	Sep 05 Sep 20	Sep 06 Sep 21	Oct 04 Oct 19 Nov 27
Nov 01	Oct 01-31	Oct 10 Oct 25	Sep 16-30 Oct 01-15	Oct 05 Oct 20 Oct 26	Oct 05 Oct 20	Oct 06 Oct 21	Nov 03 Nov 16 Dec 26
Dec 01	Nov 01-30	Nov 09 Nov 22	Oct 16-31 Nov 01-15	Nov 06 Nov 17 Nov 28	Nov 06 Nov 17	Nov 07 Nov 18	Dec 04 Dec 18 Jan 26, 2024



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Jan 02 2024	Dec 01-31 2023	Dec 08 Dec 22	Nov 16-30 Dec 01-15	Dec 05 Dec 19 Dec 27	Dec 05 Dec 19	Dec 06 Dec 20	Jan 04 Jan 19 Feb 23
Feb 01 2024	Jan 01-31	Jan 10 Jan 25	Dec 16-31 Jan 01-15	Jan 05 Jan 22 Jan 29	Jan 05 Jan 22	Jan 06 Jan 23	Feb 06 Feb 19 Mar 27
Mar 01 2024	Feb 01-29	Feb 09 Feb 23	Jan 16-31 Feb 01-15	Feb 06 Feb 20 Feb 27	Feb 06 Feb 20	Feb 07 Feb 21	Mar 04 Mar 19 Apr 26
Apr 01 2024	Mar 01-31	Mar 08 Mar 25	Feb 16-29 Mar 01-15	Mar 05 Mar 20 Mar 27	Mar 05 Mar 20	Mar 06 Mar 21	Apr 05 Apr 19 May 29
May 01 2024	Apr 01-30	Apr 10 Apr 25	Mar 16-31 Apr 01-15	Apr 05 Apr 22 Apr 26	Apr 05 Apr 22	Apr 06 Apr 23	May 07 May 21 Jun 26
Jun 03 2024	May 01-31	May 10 May 24	Apr 16-30 May 01-15	May 07 May 21 May 29	May 07 May 21	May 08 May 22	Jun 04 Jun 19 Jul 29
Jul 01 2024	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 05 Jun 20 Jun 26	Jun 05 Jun 20	Jun 06 Jun 21	Jul 04 Jul 19 Aug 28

