

RECURRING AND ADDITIONAL PAYMENT

Forms must be received by HR Compensation/Payroll 3 days prior to the Payroll Final (Final Day for Changes).

Reference the schedule below for date entries for the form.

One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

1st Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/11/24	12/15/23	12/28/23	Tuesday	01/02/24	01/02/24	01/03/24	01/04/24	01/05/24
01/25/24	12/29/23	01/11/24	Tuesday	01/16/24	01/16/24	01/17/24	01/18/24	01/19/24
02/08/24	01/12/24	01/25/24	Tuesday	01/30/24	01/30/24	01/31/24	02/01/24	02/02/24
02/22/24	01/26/24	02/08/24	Tuesday	02/13/24	02/13/24	02/14/24	02/15/24	02/16/24
03/07/24	02/09/24	02/22/24	Tuesday	02/27/24	02/27/24	02/28/24	02/29/24	03/01/24
03/21/24	02/23/24	03/07/24	Tuesday	03/12/24	03/12/24	03/13/24	03/14/24	03/15/24

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/31/24	01/01/24	01/31/24	Monday	01/22/24	01/22/24	01/23/24	01/24/24	01/25/24
02/29/24	02/01/24	02/29/24	Tuesday	02/20/24	02/20/24	02/21/24	02/22/24	02/23/24
03/29/24	03/01/24	03/31/24	Wednesday	03/20/24	03/20/24	03/21/24	03/22/24	03/25/24

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
01/31/23	01/01/24 thru 01/31/24	Cannot be past 06/30/24	Monday	01/22/24	01/22/24	01/23/24	01/24/24	01/25/24
02/29/24	02/01/24 thru 02/29/24	Cannot be past 06/30/24	Tuesday	02/20/24	02/20/24	02/21/24	02/22/24	02/23/24
03/29/24	03/01/24 thru 03/31/24	Cannot be past 06/30/24	Wednesday	03/20/24	03/20/24	03/21/24	03/22/24	03/25/24

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Recurring Payment - Enter Period Start Date and Period End Date

2nd Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/04/24	03/08/24	03/21/24	Tuesday	03/26/24	03/26/24	03/27/24	03/28/24	03/29/24
04/18/24	03/22/24	04/04/24	Tuesday	04/09/24	04/09/24	04/10/24	04/11/24	04/12/24
05/02/24	04/05/24	04/18/24	Tuesday	04/23/24	04/23/24	04/24/24	04/25/24	04/26/24
05/16/24	04/19/24	05/02/24	Tuesday	05/07/24	05/07/24	05/08/24	05/09/24	05/10/24
05/30/24	05/03/24	05/16/24	Monday	05/20/24	05/20/24	05/21/24	05/22/24	05/23/24
06/13/24	05/17/24	05/30/24	Tuesday	06/04/24	06/04/24	06/05/24	06/06/24	06/07/24
06/27/24	05/31/24	06/13/24	Tuesday	06/18/24	06/18/24	06/19/24	06/20/24	06/21/24

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/30/24	04/01/24	04/30/24	Friday	04/19/24	04/19/24	04/22/24	04/23/24	04/24/24
05/31/24	05/01/24	05/31/24	Wednesday	05/22/24	05/22/24	05/23/24	05/24/24	05/27/24
06/28/24	06/01/24	06/30/24	Wednesday	06/19/24	06/19/24	06/20/24	06/21/24	06/24/24

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
04/30/24	04/01/24 thru 4/30/24	Cannot be past 06/30/24	Friday	04/19/24	04/19/24	04/22/24	04/23/24	04/24/24
05/31/24	05/31/24 thru 05/31/24	Cannot be past 06/30/24	Wednesday	05/22/24	05/22/24	05/23/24	05/24/24	05/27/24
06/28/24	06/01/24 thru 06/30/24	Cannot be past 06/30/24	Wednesday	06/19/24	06/19/24	06/20/24	06/21/24	06/24/24

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One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

3rd Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/11/24	06/14/24	06/27/24	Tuesday	07/02/24	07/02/24	07/03/24	07/04/24	07/05/24
07/25/24	06/28/24	07/11/24	Tuesday	07/16/24	07/16/24	07/17/24	07/18/24	07/19/24
08/08/24	07/12/24	07/25/24	Tuesday	07/30/24	07/30/24	07/31/24	08/01/24	08/02/24
08/22/24	07/26/24	08/08/24	Tuesday	08/13/24	08/13/24	08/14/24	08/15/24	08/16/24
09/05/24	08/09/24	08/22/24	Monday	08/26/24	08/26/24	08/27/24	08/28/24	08/29/24
09/19/24	08/23/24	09/05/24	Tuesday	09/10/24	09/10/24	09/11/24	09/12/24	09/13/24

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/31/24	07/01/24	07/31/24	Monday	07/22/24	07/22/24	07/23/24	07/24/24	07/25/24
08/30/24	08/01/24	08/31/24	Wednesday	08/21/24	08/21/24	08/22/24	08/23/24	08/26/24
09/30/24	09/01/24	09/30/24	Thursday	09/19/24	09/19/24	09/20/24	09/23/24	09/24/24

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
07/31/24	07/01/24 thru 07/31/24	Cannot be past 06/30/25	Monday	07/22/24	07/22/24	07/23/24	07/24/24	07/25/24
08/30/24	08/01/24 thru 08/31/24	Cannot be past 06/30/25	Wednesday	08/21/24	08/21/24	08/22/24	08/23/24	08/26/24
09/30/24	09/01/24 thru 09/30/24	Cannot be past 06/30/25	Thursday	09/19/24	09/19/24	09/20/24	09/23/24	09/24/24

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One Time Payment - Enter Payment Date

Recurring Payment - Enter Period Start Date and Period End Date

4th Quarter 2024 Payroll Schedule

ONE TIME PAYMENT - BIWEEKLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/03/24	09/06/24	09/19/24	Tuesday	09/24/24	09/24/24	09/25/24	09/26/24	09/27/24
10/17/24	09/20/24	10/03/24	Tuesday	10/08/24	10/08/24	10/09/24	10/10/24	10/11/24
10/31/24	10/04/24	10/17/24	Monday	10/21/24	10/21/24	10/22/24	10/23/24	10/24/24
11/14/24	10/18/24	10/31/24	Tuesday	11/05/24	11/05/24	11/06/24	11/07/24	11/08/24
11/27/24	11/01/24	11/14/24	Monday	11/18/24	11/18/24	11/19/24	11/20/24	11/21/24
12/12/24	11/15/24	11/28/24	Tuesday	12/03/24	12/03/24	12/04/24	12/05/24	12/06/24
12/26/24	11/29/24	12/12/24	Tuesday	12/17/24	12/17/24	12/18/24	12/19/24	12/20/24

ONE TIME PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/31/24	10/01/24	10/31/24	Tuesday	10/22/24	10/22/24	10/23/24	10/24/24	10/25/24
11/29/24	11/01/24	11/30/24	Tuesday	11/19/24	11/19/24	11/20/24	11/21/24	11/22/24
12/31/24	12/01/24	12/31/24	Monday	12/16/24	12/16/24	12/17/24	12/18/24	12/19/24

RECURRING PAYMENT - MONTHLY								
Payment Date	Period Start Date	Period End Date	Form Must be received by HR Compensation/Payroll Office 3 days prior to Final day for changes		HR Compensation or Payroll Review	HR Records or Payroll Entry	Benefits Review for Retirement Limits	Final Day for Changes
10/31/24	10/01/24 thru 10/31/24	Cannot be past 06/30/25	Tuesday	10/22/24	10/22/24	10/23/24	10/24/24	10/25/24
11/29/24	11/01/24 thru 11/30/24	Cannot be past 06/30/25	Tuesday	11/19/24	11/19/24	11/20/24	11/21/24	11/22/24
12/31/24	12/01/24 thru 12/31/24	Cannot be past 06/30/25	Monday	12/16/24	12/16/24	12/17/24	12/18/24	12/19/24