

**2023-2024  
PAYROLL SCHEDULE**

<b>FACULTY PAYROLL:</b>		<b>NOTE: REPORTS DUE NO LATER THAN IS THE FINAL DATE TO SUBMIT ALL DATA FOR THE PAYROLL PERIOD. HOWEVER, DATA SHOULD BE SUBMITTED WEEKLY.</b>	
<b>MONTH</b>	<b>PAYROLL PERIOD</b>	<b>REPORTS DUE NO LATER THAN</b>	<b>PAY DATE</b>
<b>July</b>	June 10 - June 30, 2023	July 5th	July 31, 2023 (Monday)
<b>August</b>	July 1 - July 28, 2023	August 2nd	August 31, 2023 (Thursday)
<b>September</b>	July 29 - August 25, 2023	August 30th	September 29, 2023 (Friday)
<b>October</b>	August 26 - September 29, 2023	October 4th	October 31, 2023 (Tuesday)
<b>November</b>	September 30 - October 27, 2023	November 1st	November 30, 2023 (Thursday)
<b>December</b>	October 28 - November 24, 2023	November 29th	December 15, 2023 (Friday)*
<b>January</b>	November 25 - December 29, 2023	January 3rd	January 31, 2024 (Wednesday)
<b>February</b>	December 30, 2023 - January 26, 2024	January 31st	February 29, 2024 (Thursday)
<b>March</b>	January 27 - February 23, 2024	February 28th	March 29, 2024 (Friday)
<b>April</b>	February 24 - March 29, 2024	April 3rd	April 30, 2024 (Tuesday)
<b>May</b>	March 30 - April 26, 2024	May 1st	May 31, 2024 (Friday)
		<b>Apr. 27 - May 24 Due by NOON on May 29th May 25 - May 31 Due by NOON on Jun 5th Jun 1 - Jun 7 Due by NOON on Jun 12th</b>	
<b>June</b>	April 27 - June 7, 2024		June 28, 2024 (Friday)
<b>CUSTODIAN PAYROLL:</b>		<b>NOTE: REPORTS DUE NO LATER THAN IS THE FINAL DATE TO SUBMIT ALL DATA FOR THE PAYROLL PERIOD. HOWEVER, DATA SHOULD BE SUBMITTED WEEKLY.</b>	
<b>MONTH</b>	<b>PAYROLL PERIOD</b>	<b>REPORTS DUE NO LATER THAN</b>	<b>PAY DATE</b>
<b>July</b>	June 3 - June 30, 2023	July 5th	July 14, 2023 (Friday)
	July 1 - July 7, 2023	July 12th	July 31, 2023 (Monday)
<b>August</b>	July 8 - July 28, 2023	<b>August 2nd by NOON (fax or email)</b>	August 15, 2023 (Tuesday)
	July 29 - August 4, 2023	<b>August 9th by NOON (Fax or email)</b>	August 31, 2023 (Thursday)
<b>September</b>	August 5 - August 25, 2023	August 30th	September 15, 2023 (Friday)
	August 26 - September 8, 2023	September 13th	September 29, 2023 (Friday)
<b>October</b>	September 9 - September 22, 2023	September 27th	October 13, 2023 (Friday)
	September 23 - October 6, 2023	October 11th	October 31, 2023 (Tuesday)
<b>November</b>	October 7 - October 27, 2023	November 1st	November 15, 2023 (Wednesday)
	October 28 - November 10, 2023	<b>November 15th - FAX BY NOON</b>	November 30, 2023 (Thursday)
<b>December</b>	November 11 - November 24, 2023	<b>November 29th - FAX BY NOON</b>	December 14, 2023 (Thursday)
	November 25 - December 1, 2023	<b>December 6th - Fax/Deliver by 10:00 AM</b>	December 15, 2023 (Friday)*
<b>January</b>	December 2 - December 22, 2023	<b>January 3rd (Fax/Deliver by 10:00AM)</b>	January 12, 2024 (Friday)
	December 23 - January 5, 2024	January 10th	January 31, 2024 (Wednesday)
<b>February</b>	January 6 - January 26, 2024	January 31st	February 15, 2024 (Thursday)
	January 27 - February 9, 2024	February 14th	February 29, 2024 (Thursday)
<b>March</b>	February 10 - February 23, 2024	February 28th	March 15, 2024 (Friday)
	February 24 - March 8, 2024	March 13th	March 29, 2024 (Friday)
<b>April</b>	March 9 - March 22, 2024	<b>March 27th - FAX BY NOON</b>	April 15, 2024 (Monday)
	March 23 - April 12, 2024	<b>April 17th - FAX BY NOON</b>	April 30, 2024 (Tuesday)
<b>May</b>	April 13 - April 26, 2024	May 1st	May 15, 2024 (Wednesday)
	April 27 - May 10, 2024	<b>May 15th - FAX BY NOON</b>	May 31, 2024 (Friday)
<b>June</b>	May 11 - May 24, 2024	<b>May 29st - FAX BY NOON</b>	June 14, 2024 (Friday)
	May 25 - May 31, 2024	<b>June 5th - FAX BY NOON</b>	June 28, 2024 (Friday)

\* Need payroll checks early

December 15, 2023 which is last working day for faculty staff