

Monthly Pay Frequency - Associated Deadlines in 2024

Pay Period	Pay Dates	HR Workflow – Final Approval Deadline at 7:00 PM on	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information Deadlines at 7:00 PM on	Timekeeper Entry and Self-service Approver Deadlines for MOR* and MPP* Paygroups at 10am on	Gross Pay Registers Available on
JANUARY	WEDNESDAY 1-31-24	01/24/2024	01/24/2024	01/25/2024	01/26/2024
FEBRUARY	THURSDAY 02-29-24	02/25/2024	02/25/2024	02/26/2024	02/27/2024
MARCH	FRIDAY 03-29-24	03/25/2024	03/25/2024	03/26/2024	03/27/2024
APRIL	TUESDAY 04-30-24	04/24/2024	04/24/2024	04/25/2024	04/26/2024
MAY	FRIDAY 05-31-24	05/22/2024	05/22/2024	05/23/2024	05/24/2024
JUNE	FRIDAY 06-28-24	06/19/2024	06/19/2024	06/20/2024	06/21/2024
JULY	WEDNESDAY 07-31-24	07/24/2024	07/24/2024	07/25/2024	07/26/2024
AUGUST	FRIDAY 08-30-24	08/26/2024	08/26/2024	08/27/2024	08/28/2024
SEPTEMBER	MONDAY 09-30-24	09/24/2024	09/24/2024	09/25/2024	09/26/2024
OCTOBER	THURSDAY 10-31-24	10/23/2024	10/23/2024	10/24/2024	10/25/2024
NOVEMBER	WEDNESDAY 11-27-24	11/20/2024	11/20/2024	11/21/2024	11/22/2024
DECEMBER	TUESDAY 12-31-24	12/18/2024	12/18/2024	12/19/2024	12/20/2024
Data entry/approval available again when Gross Pay Register available.					

* Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-25-24 deadline above and processed with the January monthly payroll.