# Monthly Pay Frequency - Associated Deadlines in 2024

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Dates</th>
<th>HR Workflow – Final Approval Deadline at 7:00 PM on</th>
<th>Employee Self-service Updates for Timesheets, Direct Deposit, and W-4 Tax Information Deadlines at 7:00 PM on</th>
<th>Timekeeper Entry and Self-service Approver Deadlines for MOR* and MPP* Paygroups at 10am on</th>
<th>Gross Pay Registers Available on</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>WEDNESDAY 1-31-24</td>
<td>01/24/2024</td>
<td>01/24/2024</td>
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<td>01/26/2024</td>
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<tr>
<td>FEBRUARY</td>
<td>THURSDAY 02-29-24</td>
<td>02/25/2024</td>
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<tr>
<td>MARCH</td>
<td>FRIDAY 03-29-24</td>
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<tr>
<td>APRIL</td>
<td>TUESDAY 04-30-24</td>
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<td>MAY</td>
<td>FRIDAY 05-31-24</td>
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<td>JUNE</td>
<td>FRIDAY 06-28-24</td>
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<tr>
<td>JULY</td>
<td>WEDNESDAY 07-31-24</td>
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<tr>
<td>AUGUST</td>
<td>FRIDAY 08-30-24</td>
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<td>08/28/2024</td>
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<tr>
<td>SEPTEMBER</td>
<td>MONDAY 09-30-24</td>
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<td>09/26/2024</td>
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<tr>
<td>DECEMBER</td>
<td>TUESDAY 12-31-24</td>
<td>12/18/2024</td>
<td>12/18/2024</td>
<td>12/19/2024</td>
<td>12/20/2024</td>
</tr>
</tbody>
</table>

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.