



BIWEEKLY

Pay Run ID	Pay Period Dates		Pay Date	Hire Form Due Date	TIMEaccess & Extra Comp Approval Date
	Beginning	Ending			
20230602 B	05/20/23	06/02/23	06/09/23	05/30/23	06/05/23
20230616 B	06/03/23	06/16/23	06/23/23	06/12/23	06/19/23
20230630 B	06/17/23	06/30/23	07/07/23	06/26/23	07/03/23
** 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 07/03/23					
20230714 B	07/01/23	07/14/23	07/21/23	07/10/23	07/17/23
20230728 B	07/15/23	07/28/23	08/04/23	07/24/23	07/31/23
20230811 B	07/29/23	08/11/23	08/18/23	08/07/23	08/14/23
20230825 B	08/12/23	08/25/23	09/01/23	08/21/23	08/28/23
20230908 B	08/26/23	09/08/23	09/15/23	09/05/23	09/11/23
20230922 B	09/09/23	09/22/23	09/29/23	09/18/23	09/25/23
20231006 B	09/23/23	10/06/23	10/13/23	10/02/23	10/09/23
20231020 B	10/07/23	10/20/23	10/27/23	10/16/23	10/23/23
20231103 B	10/21/23	11/03/23	11/09/23	10/30/23	11/06/23
** 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 11/06/23					
20231117 B	11/04/23	11/17/23	11/22/23	11/13/23	11/16/23
** NOTE: Time for Wed. 11/15 through Fri. 11/17/23 will be estimated & approved early					
** Treat like a 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Thu. 11/16/23					
20231201 B	11/18/23	12/01/23	12/08/23	11/27/23	12/04/23
20231215 B	12/02/23	12/15/23	12/21/23	12/04/23	12/11/23
** NOTE: Time for Mon. 12/11 through Fri. 12/15/23 will be estimated & approved early					
20231229 B	12/16/23	12/29/23	01/05/24	12/18/23	01/02/24
** Approvers are encouraged to complete entries for non-HLB days and approve ALL before Winter Break!!					
** 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Tue. 01/02/24					
20240112 B	12/30/23	01/12/24	01/19/24	01/08/24	01/16/24
** 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Tue. 01/16/24					
20240126 B	01/13/24	01/26/24	02/02/24	01/22/24	01/29/24
20240209 B	01/27/24	02/09/24	02/16/24	02/05/24	02/12/24
20240223 B	02/10/24	02/23/24	03/01/24	02/19/24	02/26/24
20240308 B	02/24/24	03/08/24	03/15/24	03/04/24	03/11/24
20240322 B	03/09/24	03/22/24	03/28/24	03/18/24	03/25/24
** 2-Day Payroll > NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 03/25/24					
20240405 B	03/23/24	04/05/24	04/12/24	04/01/24	04/08/24
20240419 B	04/06/24	04/19/24	04/26/24	04/15/24	04/22/24
20240503 B	04/20/24	05/03/24	05/10/24	04/29/24	05/06/24
20240517 B	05/04/24	05/17/24	05/24/24	05/13/24	05/20/24
20240531B occurs in the following Fiscal Year 2024-2025. This is for Informational Purposes Only and may change!					
20240531 B	05/18/24	05/31/24	06/07/24	05/28/24	06/03/24

¹ Note: Create Paysheets will begin at 2:30 PM on date listed except for 2-Day Processing payrolls (which will begin at 11:30 AM)

Work Study Program Jobs:	August 12, 2023 through May 03, 2024
Regular Student Workers Jobs:	August 12, 2023 through May 17, 2024

MONTHLY

Pay Run ID	Pay Period Dates		Pay Date	Hire Form Due Date	TIMEaccess & Extra Comp Approval Date
	Beginning	Ending			
20230630 M	06/01/23	06/30/23	06/30/23	06/12/23	06/21/23
20230731 M	07/01/23	07/31/23	07/31/23	07/11/23	07/20/23
20230831 M	08/01/23	08/31/23	08/31/23	08/08/23	08/17/23
20230930 M	09/01/23	09/30/23	09/29/23	09/05/23	09/14/23
20231031 M	10/01/23	10/31/23	10/31/23	10/04/23	10/13/23
20231130 M	11/01/23	11/30/23	11/30/23	11/07/23	11/14/23
20231231 M	12/01/23	12/31/23	12/21/23	12/04/23	12/07/23
20240131 M	01/01/24	01/31/24	01/31/24	01/08/24	01/18/24
20240228 M	02/01/24	02/29/24	02/29/24	02/06/24	02/15/24
20240331 M	03/01/24	03/31/24	03/28/24	03/05/24	03/14/24
20240430 M	04/01/24	04/30/24	04/30/24	04/03/24	04/12/24
20240531 M	05/01/24	05/31/24	05/31/24	05/07/24	05/16/24

² Note: Confirm Payroll dates highlighted in red for monthly payrolls indicate "absolute" confirmation dates (cannot go past)

For assistance, contact the Payroll Help desk at 214-768-2073 or email "Payroll."