

STUDENT PAYROLL SCHEDULE (2023-2024)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	Holidays/Breaks
DOCUMENTS/TIME CARDS DUE EARLY					
05/06/23 - 05/19/23	05/05/23	05/19/23	05/22/23	06/02/23	
05/20/23 - 06/02/23	05/19/23	06/02/23	06/05/23	06/16/23	*Memorial Day (5/29) - University Closed
06/03/23 - 06/16/23	06/02/23	06/16/23	06/19/23	06/30/23	
06/17/23 - 06/30/23	06/16/23	06/30/23	07/03/23	07/14/23	*Juneteenth (6/19) - University Closed
07/01/23 - 07/14/23	06/30/23	07/14/23	07/17/23	07/28/23	*Independence Day (7/4) - University Closed
07/15/23 - 07/28/23	07/14/23	07/28/23	07/31/23	08/11/23	
07/29/23 - 08/11/23	07/28/23	08/11/23	08/14/23	08/25/23	
08/12/23 - 08/25/23	08/11/23	08/25/23	08/28/23	09/08/23	
08/26/23 - 09/08/23	08/25/23	09/08/23	09/11/23	09/22/23	*Labor Day (9/4) - University Closed
09/09/23 - 09/22/23	09/08/23	09/22/23	09/25/23	10/06/23	
09/23/23 - 10/06/23	09/22/23	10/06/23	10/09/23	10/20/23	
10/07/23 - 10/20/23	10/06/23	10/20/23	10/23/23	11/03/23	
10/21/23 - 11/03/23	10/20/23	11/03/23	11/06/23	11/17/23	
11/04/23 - 11/17/23	11/03/23	11/17/23	11/20/23	12/01/23	*Veterans Day (11/10) - University Closed
11/18/23 - 12/01/23	11/17/23	12/01/23	12/04/23	12/15/23	*Thanksgiving Break (11/23-11/24) - University Closed
12/02/23 - 12/15/23	12/01/23	12/15/23	12/18/23	12/29/23	
12/16/23 - 12/29/23	12/15/23	12/21/23	12/24/23	01/12/24	*Christmas Holiday (12/22&12/25) - University Closed *Winter Break (12/26-12/31) - University Closed
12/30/23 - 01/12/24	12/29/23	01/12/24	01/12/24	01/26/24	*Winter Break (12/26-12/31) - University Closed *New Year (1/1) - University Closed
01/13/24 - 01/26/24	01/12/24	01/26/24	01/29/24	02/09/24	*Martin Luther King Day (1/15) - University Closed
01/27/24 - 02/09/24	01/26/24	02/09/24	02/12/24	02/23/24	
02/10/24 - 02/23/24	02/09/24	02/23/24	02/26/24	03/08/24	
02/24/24 - 03/08/24	02/23/24	03/08/24	03/11/24	03/22/24	
03/09/24 - 03/22/24	03/08/24	03/22/24	03/25/24	04/05/24	
03/23/24 - 04/05/24	03/22/24	04/05/24	04/08/24	04/19/24	
04/06/24 - 04/19/24	04/05/24	04/19/24	04/22/24	05/03/24	
04/20/24 - 05/03/24	04/19/24	05/03/24	05/06/24	05/17/24	
05/04/24 - 05/17/24	05/03/24	05/17/24	05/20/24	05/31/24	
05/18/24 - 05/31/24	05/17/24	05/31/24	06/03/24	06/14/24	*Memorial Day (5/27) - University Closed
06/01/24 - 06/14/24	05/31/24	06/14/24	06/17/24	06/28/24	
06/15/24 - 06/28/24	06/14/24	06/28/24	07/01/24	07/12/24	*Juneteenth (6/19) - University Closed
06/29/24 - 07/12/24	06/28/24	07/12/24	07/15/24	07/26/24	*Independence Day (7/4) - University Closed
07/13/24 - 07/26/24	07/12/24	07/26/24	07/29/24	08/09/24	
07/27/24 - 08/09/24	07/26/24	08/09/24	08/12/24	08/23/24	
OBSERVED HOLIDAYS/BREAKS					
Memorial Day - May 29, 2023			New Year - January 1, 2024		
Juneteenth - June 19, 2023			Martin Luther King Day - January 15, 2024		
Independence Day - July 4, 2023			Memorial Day - May 27, 2024		
Labor Day - September 4, 2023			Juneteenth - June 19, 2024		
Veterans Day - November 10, 2023			Independence Day - July 4, 2024		
Thanksgiving - November 23-24, 2023					
Christmas Holiday - December 22 & 25, 2023					
Winter Break - December 26-31, 2023					