

2023-2024 HR/PAYROLL PROCESSING FOR REGULAR AND YEAR-END PAYROLLS			
Human Resources Paperwork Submission Dates (5 P.M.) for Timecard based assignments	TIMECARD ENTRY OPENS AT 8:00am on:	TIMECAED ENTRY CLOSES AT 5:00pm on: (unless noted)	Pay Date
Fiscal Year 2023			
Thursday, August 3, 2023	Thursday, August 10, 2023	Monday, August 14, 2023	Thursday, August 31, 2023
Wednesday, August 23, 2023	Friday, September 8, 2023	Wednesday, September 13, 2023	Friday, September 29, 2023
Tuesday, October 3, 2023	Tuesday, October 10, 2023	Friday, October 13, 2023	Tuesday, October 31, 2023
Thursday, November 2, 2023	Thursday, November 9, 2023	Tuesday, November 14, 2023	Thursday, November 30, 2023
Wednesday, November 29, 2023	Wednesday, December 6, 2023	Friday, December 8, 2023	Thursday, December 21, 2023
Tuesday, January 3, 2023	Wednesday, January 10, 2024	Friday, January 12, 2024	Wednesday, January 31, 2024
Friday, January 23, 2023	Friday, February 9, 2024	Tuesday, February 13, 2024	Thursday, February 29, 2024
Wednesday, March 1, 2023	Friday, March 8, 2024	Tuesday, March 12, 2024	Friday, March 29, 2024
Wednesday, April 3rd, 2023	Wednesday, April 10, 2024	Friday, April 12, 2024	Tuesday, April 30, 2024
Friday, May 3rd, 2023	Friday, May 10, 2024	Tuesday, May 14, 2024	Friday, May 31, 2024
Tuesday, May 23, 2023	Friday, June 7, 2024	Wednesday, June 12, 2024	Sunday, June 30, 2024
Fiscal Year End 2024			
Monday, June 12, 2023	Thursday, June 27, 2024	Tuesday, July 2, 2024	Monday, July 15, 2024
Prior to Beginning of Semesters - HR Submission Date			
Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time.			
There will be NO EXCEPTIONS TO LATE TIMECARDS.			
Fiscal Year End Payroll Dates for 2023 and 2024			
Submission of completion paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will be processed as time permits, but cannot be guaranteed for the pay cycle. PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.			