

## FY 2024 Payroll Deadlines

### Students, Hourly and Non-Student Non-regular (NSNR) Employees

Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	Pay Date
Sep 1-15	Sep 15	Sep 20	Sep 29
Sep 16-30	Sep 30	Oct 5	Oct 16
Oct 1-15	Oct 15	Oct 18	Oct 31
Oct 16-31	Oct 31	Nov 3	Nov 15
Nov 1-15	Nov 15	Nov 17*	Nov 30
Nov 16-30	Nov 30	Dec 5	Dec 15
Dec 1-15	Dec 15	Dec 18*	Dec 29
Dec 16-31	Dec 31	Jan 03*	Jan 16
Jan 1-15	Jan 15	Jan 18	Jan 31
Jan 16-31	Jan 31	Feb 5	Feb 15
Feb 1-15	Feb 15	Feb 19	Feb 29
Feb 16-29	Feb 29	Mar 5	Mar 15
Mar 1-15	Mar 15	Mar 18*	Mar 29
Mar 16-31	Mar 31	Apr 3	Apr 15
Apr 1-15	Apr 15	Apr 17	Apr 30
Apr 16-30	Apr 30	May 3	May 15
May 1-15	May 15	May 17	May 31
May 16-31	May 31	Jun 5	Jun 17
Jun 1-15	Jun 15	Jun 18	Jun 28
Jun 16-30	Jun 30	Jul 3	Jul 15
Jul 1-15	Jul 15	Jul 17	Jul 31
Jul 16-31	Jul 31	Aug 5	Aug 15
Aug 1-15	Aug 15	Aug 19	Aug 30
Aug 16-31	Aug 31	Sep 04*	Sep 16

(1) **Employees:** Time Entry is due on the **current pay period end date**: For example, the time entry for the **pay period September 1 to 15** is due by **September 15**. Any time entered after the above due dates will be processed on the following pay date.

(2) **Supervisors:** Any time approved after the dates indicated above will be processed on the following pay date.

(3) **Special payment instructions for pay date December 29, 2023, only:**

- **Direct Deposit (ACH)** - Employees will receive their automatic bank deposit as usual.
- **Paper Checks** will be mailed to the employee's home address on file via the U.S. Postal Service. To request a check to be pick-up at SBS, the employees must send an email by December 18, 2023, to: [payroll@txstate.edu](mailto:payroll@txstate.edu) and the check will be available for pick-up at SBS on January 2, 2024, when the University reopens for business.

\* Time approvals for the period deviate from the normal schedule - pay attention to these deadlines. \*

Provide each Student, Hourly and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website. For other payroll information, view our website at: <http://www.txstate.edu/payroll/>, call (512) 245-2543 or visit us in the **JC Kellam Building, 5<sup>th</sup> floor, Room 582**.