



FY-2024 Semi-Monthly (S1) Processing

Students, Hourly and Non-Student Non-Regular (NSNR) Employees

Pay period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	PAYROLL & TAX COMPLIANCE			
				Payroll Processing	SAP Locked	Reimb to State	Pay Date
1	Sep 1-15	Sep 15	Sep 20	Sep 21-22	Sep 22	Sep 25	Sep 29
2	Sep 16-30	Sep 30	Oct 5	Oct 8-10	Oct 10	Oct 11	Oct 16
3	Oct 1-15	Oct 15	Oct 18	Oct 20-23	Oct 23	Oct 24	Oct 31
4	Oct 16-31	Oct 31	Nov 3	Nov 6-7	Nov 8	Nov 9	Nov 15
5	Nov 1-15	Nov 15	Nov 17*	Nov 20-22	Nov 22	Nov 27	Nov 30
6	Nov 16-30	Nov 30	Dec 5	Dec 6-8	Dec 8	Dec 11	Dec 15
7	Dec 1-15	Dec 15	Dec 18*	Dec 18-19	Dec 19	Dec 20	Dec 29
8	Dec 16-31	Dec 31	Jan 03*	Jan 4-5	Jan 8	Jan 9	Jan 16
9	Jan 1-15	Jan 15	Jan 18	Jan 19-23	Jan 23	Jan 24	Jan 31
10	Jan 16-31	Jan 31	Feb 5	Feb 6-8	Feb 8	Feb 9	Feb 15
11	Feb 1-15	Feb 15	Feb 19	Feb 20-21	Feb 21	Feb 22	Feb 29
12	Feb 16-29	Feb 29	Mar 5	Mar 6-7	Mar 7	Mar 8	Mar 15
13	Mar 1-15	Mar 15	Mar 18*	Mar 19-21	Mar 21	Mar 22	Mar 29
14	Mar 16-31	Mar 31	Apr 3	Apr 4-8	Apr 8	Apr 9	Apr 15
15	Apr 1-15	Apr 15	Apr 17	Apr 18-22	Apr 22	Apr 23	Apr 30
16	Apr 16-30	Apr 30	May 3	May 6-8	May 8	May 9	May 15
17	May 1-15	May 15	May 17	May 20-21	May 22	May 23	May 31
18	May 16-31	May 31	Jun 5	Jun 6-10	Jun 10	Jun 11	Jun 17
19	Jun 1-15	Jun 15	Jun 18	Jun 19-21	Jun 21	Jun 24	Jun 28
20	Jun 16-30	Jun 30	Jul 3	Jul 5-9	Jul 9	Jul 10	Jul 15
21	Jul 1-15	Jul 15	Jul 17	Jul 18-22	Jul 22	Jul 23	Jul 31
22	Jul 16-31	Jul 31	Aug 5	Aug 6-8	Aug 8	Aug 9	Aug 15
23	Aug 1-15	Aug 15	Aug 19	Aug 20-22	Aug 22	Aug 23	Aug 30
24	Aug 16-31	Aug 31	Sep 04*	Sep 5-6	Sep 6	Sep 9	Sep 16

*** Time approvals for the period deviate from the normal Schedule - Pay particular attention to these deadlines. ***

(1) Employees: Time Entry for the current pay period is due on the current pay period end date:

For example, the Pay Period 9/1 – 9/15, the time entry is due by 9/15. Any time entered after the above due dates will be processed the following pay date.

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