

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

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, 5th floor, Room 582.**

Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	Pay Date
Sep 1-15	Sep 15	Sep 20	Sep 30
Sep 16-30	Sep 30	Oct 4	Oct 15
Oct 1-15	Oct 15	Oct 17	Oct 31
Oct 16-31	Oct 31	Nov 5	Nov 15
Nov 1-15	Nov 15	Nov 18*	Nov 29
Nov 16-30	Nov 30	Dec 5	Dec 16
Dec 1-15	Dec 15	Dec 16*	Dec 31
Dec 16-31	Dec 31	Jan 6	Jan 15
Jan 1-15	Jan 15	Jan 17	Jan 31
Jan 16-31	Jan 31	Feb 5	Feb 18
Feb 1-15	Feb 15	Feb 19*	Feb 28
Feb 16-28	Feb 28	Mar 4*	Mar 17
Mar 1-15	Mar 15	Mar 18	Mar 31
Mar 16-31	Mar 31	Apr 3	Apr 15
Apr 1-15	Apr 15	Apr 17	Apr 30
Apr 16-30	Apr 30	May 5	May 15
May 1-15	May 15	May 19	May 30
May 16-31	May 31	Jun 4	Jun 16
Jun 1-15	Jun 15	Jun 17*	Jun 30
Jun 16-30	Jun 30	Jul 3	Jul 15
Jul 1-15	Jul 15	Jul 18	Jul 31
Jul 16-31	Jul 31	Aug 5	Aug 15
Aug 1-15	Aug 15	Aug 19	Aug 29
Aug 16-31	Aug 31	Sep 3	Sep 15

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

(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.

Special payment instructions for pay date December 31, 2024, 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 31, 2024, to: payroll@txstate.edu and the check will be available for pick-up at SBS on January 2, 2025, when the University reopens for business.