

2024 Biweekly Payroll Calendar

Employment Actions load to SAP after final approval. The load is suspended the 2 days prior to every payroll run for data audits and corrections

If you have any new mass data load requests in excess of 50 Employee updates, please reach out to HRSS at least 1 full pay period prior to the effective date to schedule the load.

| PAY PERIOD BEGIN DATE | PAY PERIOD END DATE | ISR/FORMS DEADLINE TO HR/PYSS | TIME ENTRY Cutoff 2PM | PAYROLL RUN DATE | PAYDAY (CHECK DATE) | Payroll # | Holidays and Comments |
|-----------------------|---------------------|-------------------------------|-----------------------|------------------|---------------------|-----------|---|
| 12/17/2023 | 12/30/2023 | 12/27/2023 | 1/2/2024 | 1/3/2024 | 1/5/2024 | 1 | NYD, 1/1, Hol PR Run; 3rd ppe in month - free parking |
| 12/31/2023 | 1/13/2024 | 1/10/2024 | 1/16/2024 | 1/17/2024 | 1/19/2024 | 2 | MLK, 1/15, Hol PR Run |
| 1/14/2024 | 1/27/2024 | 1/24/2024 | 1/29/2024 | 1/30/2024 | 2/2/2024 | 3 | |
| 1/28/2024 | 2/10/2024 | 2/7/2024 | 2/12/2024 | 2/13/2024 | 2/16/2024 | 4 | |
| 2/11/2024 | 2/24/2024 | 2/21/2024 | 2/26/2024 | 2/27/2024 | 3/1/2024 | 5 | |
| 2/25/2024 | 3/9/2024 | 3/6/2024 | 3/11/2024 | 3/12/2024 | 3/15/2024 | 6 | |
| 3/10/2024 | 3/23/2024 | 3/20/2024 | 3/25/2024 | 3/26/2024 | 3/29/2024 | 7 | |
| 3/24/2024 | 4/6/2024 | 4/3/2024 | 4/8/2024 | 4/9/2024 | 4/12/2024 | 8 | |
| 4/7/2024 | 4/20/2024 | 4/17/2024 | 4/22/2024 | 4/23/2024 | 4/26/2024 | 9 | |
| 4/21/2024 | 5/4/2024 | 5/1/2024 | 5/6/2024 | 5/7/2024 | 5/10/2024 | 10 | |
| 5/5/2024 | 5/18/2024 | 5/15/2024 | 5/20/2024 | 5/21/2024 | 5/24/2024 | 11 | |
| 5/19/2024 | 6/1/2024 | 5/29/2024 | 6/3/2024 | 6/4/2024 | 6/7/2024 | 12 | |
| 6/2/2024 | 6/15/2024 | 6/12/2024 | 6/17/2024 | 6/18/2024 | 6/21/2024 | 13 | |
| 6/16/2024 | 6/29/2024 | 6/26/2024 | 7/1/2024 | 7/2/2024 | 7/5/2024 | 14 | |
| 6/30/2024 | 7/13/2024 | 7/10/2024 | 7/15/2024 | 7/16/2024 | 7/19/2024 | 15 | 4th July; 3rd ppe in month - free parking |
| 7/14/2024 | 7/27/2024 | 7/24/2024 | 7/29/2024 | 7/30/2024 | 8/2/2024 | 16 | |
| 7/28/2024 | 8/10/2024 | 8/7/2024 | 8/12/2024 | 8/13/2024 | 8/16/2024 | 17 | |
| 8/11/2024 | 8/24/2024 | 8/21/2024 | 8/26/2024 | 8/27/2024 | 8/30/2024 | 18 | |
| 8/25/2024 | 9/7/2024 | 9/4/2024 | 9/9/2024 | 9/10/2024 | 9/13/2024 | 19 | |
| 9/8/2024 | 9/21/2024 | 9/18/2024 | 9/23/2024 | 9/24/2024 | 9/27/2024 | 20 | |
| 9/22/2024 | 10/5/2024 | 10/2/2024 | 10/7/2024 | 10/8/2024 | 10/11/2024 | 21 | |
| 10/6/2024 | 10/19/2024 | 10/16/2024 | 10/21/2024 | 10/22/2024 | 10/25/2024 | 22 | |
| 10/20/2024 | 11/2/2024 | 10/30/2024 | 11/4/2024 | 11/5/2024 | 11/8/2024 | 23 | |
| 11/3/2024 | 11/16/2024 | 11/13/2024 | 11/18/2024 | 11/19/2024 | 11/22/2024 | 24 | |
| 11/17/2024 | 11/30/2024 | 11/27/2024 | 12/2/2024 | 12/3/2024 | 12/6/2024 | 25 | 3rd ppe in month - free parking |
| 12/1/2024 | 12/14/2024 | 12/11/2024 | 12/16/2024 | 12/17/2024 | 12/20/2024 | 26 | |