

DEADLINES FOR SUBMITTING/APPROVING TIME RECORDS

Updated 06/20/2024

<u>Bi-Weekly - Hourly Staff/Temps/Students</u>				<u>Semi-Monthly - Salaried Staff / Faculty</u>			
Pay Periods	Employee Submission	Approval Deadline	No.	Pay Periods	Employee Submission	Approval Deadline	No.
	5 PM	4 PM			5 PM	4 PM	
06/23/24 - 07/06/24	7/8/2024	7/9/2024	15	7/01/24 - 7/15/24	7/1/2024	7/2/2024	13
07/07/24 - 07/20/24	7/22/2024	7/23/2024	16	7/16/24 - 7/31/24	7/19/2024	7/22/2024	14
07/21/24 - 08/03/24	8/5/2024	8/6/2024	17	8/01/24 - 8/15/24	8/5/2023	8/6/2024	15
08/04/24 - 08/17/24	8/19/2024	8/20/2024	18	8/16/24 - 8/31/24	8/20/2024	8/21/2024	16
08/18/24 - 08/31/24	8/30/2024	9/3/2024	19	9/01/24 - 9/15/24	9/3/2024	9/4/2024	17
09/01/24 - 09/14/24	9/16/2024	9/17/2024	20	9/16/24 - 9/30/24	9/18/2024	9/19/2024	18
09/15/24 - 09/28/24	9/30/2024	10/1/2024	21	10/01/24 - 10/15/24	10/3/2024	10/4/2024	19
09/29/24 - 10/12/24	10/14/2024	10/15/2024	22	10/16/24 - 10/31/24	10/21/2024	10/22/2024	20
10/13/24 - 10/26/24	10/28/2024	10/29/2024	23	11/01/24 - 11/15/24	11/5/2024	11/6/2024	21
10/27/24 - 11/09/24	11/11/2024	11/12/2024	24	11/16/24 - 11/30/24	11/19/2024	11/20/2024	22
11/10/24 - 11/23/24	11/22/2024	11/25/2024	25	12/01/24 - 12/15/24	12/3/2024	12/4/2024	23
11/24/24 - 12/07/24	12/9/2024	12/10/2024	26				

The Employee Submission deadline listed above is a recommendation. Departments have the authority to set their own deadlines for their employees.