



| Semi-monthly payroll | Payroll Period Start Date | Payroll Period End Date | E-forms must be approved by HR/PAYROLL by 1 pm on: | Time must be entered and approved in SAP by 1 pm on: | Payday |
|----------------------|---------------------------|-------------------------|--|--|-------------------|
| 19 | September 24 | October 8 | October 4 | October 9 | October 13 |
| 20 | October 9 | October 24 | October 20 | October 25 | October 31 |
| 21 | October 25 | November 8 | November 3 | November 9 | November 15 |
| 22 | November 9 | November 23 | November 16 | November 21 | November 30* |
| 23 | November 24 | December 8 | December 6 | December 11 | December 15 |
| 24 | December 9 | December 24 | December 8 | December 14 | December 20* |
| 1 | December 25, 2023 | January 8, 2024 | January 4, 2024 | January 8, 2024 | January 12, 2024* |
| 2 | January 9 | January 24 | January 22 | January 25 | January 31 |
| 3 | January 25 | February 8 | February 5 | February 9 | February 15 |
| 4 | February 9 | February 22 | February 20 | February 23 | February 29 |
| 5 | February 23 | March 8 | March 6 | March 11 | March 15 |
| 6 | March 9 | March 24 | March 19 | March 22 | March 28* |
| 7 | March 25 | April 8 | April 4 | April 9 | April 15 |
| 8 | April 9 | April 23 | April 19 | April 24 | April 30 |
| 9 | April 24 | May 8 | May 6 | May 9 | May 15 |
| 10 | May 9 | May 24 | May 21 | May 24 | May 31* |
| 11 | May 25 | June 8 | June 5 | June 10 | June 14 |
| 12 | June 9 | June 23 | June 19 | June 24 | June 28 |
| 13 | June 24 | July 8 | July 3 | July 9 | July 15 |
| 14 | July 9 | July 24 | July 19 | July 25 | July 31 |
| 15 | July 25 | August 8 | August 5 | August 9 | August 15 |
| 16 | August 9 | August 24 | August 20 | August 26 | August 30 |
| 17 | August 25 | September 8 | September 4 | September 9 | September 13 |
| 18 | September 9 | September 23 | September 19 | September 24 | September 30 |
| 19 | September 24 | October 8 | October 4 | October 9 | October 15 |
| 20 | October 9 | October 24 | October 22 | October 25 | October 31 |
| 21 | October 25 | November 8 | November 6 | November 11 | November 15 |
| 22 | November 9 | November 23 | November 18 | November 21 | November 27* |
| 23 | November 24 | December 8 | December 4 | December 9 | December 13 |
| 24 | December 9 | December 24 | December 10 | December 13 | December 19* |

* The deadline for time entry and approval may fall on or before the end of the payroll period. In some cases, estimating time worked for the last days of the payroll period will be necessary.

Note: Students are not guaranteed to be paid if I-9 documents are received after the time entry deadline for the current payroll.