

Compensation & Payroll Services
2024 Deadlines for Processing

While we work to honor deadlines, we ask that you submit your information as early as possible, to avoid a high volume of submissions on deadline days. High volumes of submissions may lead to delays in processing.

Pay Period	Payroll Submission Deadline	Deadline for Self Service Approvals (See note below)
1	January 3, 2024	4:30 p.m. Wednesday, December 13, 2023
2	January 17, 2024	4:30 p.m. Wednesday, January 3, 2024
3	January 31, 2024	4:30 p.m. Wednesday, January 17, 2024
4	February 14, 2024	4:30 p.m. Wednesday, January 31, 2024
5	February 28, 2024	4:30 p.m. Wednesday, February 14, 2024
6	March 13, 2024	4:30 p.m. Wednesday, February 28, 2024
7	March 27, 2024	4:30 p.m. Tuesday, March 12, 2024
8	April 10, 2024	4:30 p.m. Tuesday, March 26, 2024
9	April 24, 2024	4:30 p.m. Wednesday, April 10, 2024
10	May 8, 2024	4:30 p.m. Wednesday, April 24, 2024
11	May 22, 2024	4:30 p.m. Tuesday, May 7, 2024
12	June 5, 2024	4:30 p.m. Wednesday, May 22, 2024
13	June 19, 2024	4:00 p.m. Wednesday, June 5, 2024
14	July 3, 2024	4:00 p.m. Monday June 17, 2024
15	July 17, 2024	4:00 p.m. Tuesday, July 2, 2024
16	July 31, 2024	4:00 p.m. Wednesday, July 17, 2024
17	August 14, 2024	4:00 p.m. Tuesday, July 30, 2024
18	August 28, 2024	4:00 p.m. Wednesday, August 14, 2024
19	September 11, 2024	4:00 p.m. Tuesday, August 27, 2024
20	September 25, 2024	4:30 p.m. Wednesday, September 11, 2024
21	October 9, 2024	4:30 p.m. Tuesday, September 24, 2024
22	October 23, 2024	4:30 p.m. Tuesday, October 8, 2024
23	November 6, 2024	4:30 p.m. Wednesday, October 23, 2024
24	November 20, 2024	4:30 p.m. Tuesday, November 5, 2024
25	December 4, 2024	4:30 p.m. Wednesday, November 20, 2024
26	December 18, 2024	4:30 p.m. Wednesday, December 4, 2024
01	January 1, 2025	4:30 p.m. Wednesday, December 11, 2024

*Note: The Self-Service Approval Deadline is the last guaranteed date that a fully approved self-service timesheet will be processed. Timesheets approved after this date may experience delays in processing. All other transactions submitted to payroll must adhere to the Payroll Submission Deadline.