

Short-terms, Substitutes, Student Workers 2023-24 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2023 – June 30, 2024**

Service periods run the 24th through the 23rd

SERVICE PERIOD	ONLINE TIMESHEET DUE TO SUPERVISOR/ DEAN	TIMESHEETS SHOULD BE REVIEWED & APPROVED BY	EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A
7/01 – 7/23/23	July 23 by NOON	July 24 by NOON	August 9
7/24 – 8/23/23	Aug 23 by NOON	Aug 24 by NOON	September 11
8/24 – 9/23/23	Sept 23 by NOON	Sept 25 by NOON	October 9
9/24 – 10/23/23	Oct 23 by NOON	Oct 24 by NOON	November 9
10/24–11/23/23	Nov 23 by NOON	Nov 27 by NOON	December 11
11/24–12/18/23	Dec 18 by NOON	Dec 19 by NOON	January 9
1/2 – 1/23/24	Jan 23 by NOON	Jan 24 by NOON	February 9
1/24 – 2/23/24	Feb 23 by NOON	Feb 26 by NOON	March 11
2/24 – 3/23/24	Mar 23 by NOON	Mar 25 by NOON	April 9
3/24 – 4/23/24	Apr 23 by NOON	Apr 24 by NOON	May 9
4/24– 5/23/24	May 23 by NOON	May 24 by NOON	June 10
5/24– 6/23/24	June 23 by NOON	June 24 by NOON	July 9
*6/24 – 6/30/24	June 30 by Noon	*July 1 by NOON	*July 15-Supp Payroll

VERY IMPORTANT:

- Please make sure to always hit the submit button after all your hours have been entered.
- When using sick leave, sick leave is a minimum of 2 hours.
- If you are subbing, include whom you are subbing for in the notes tab and the bottom of your timesheet.
- Make sure you are not including holidays and campus-closed days when entering your hours.
- If you are submitting your timesheet after you have received deadline past email, you will need to work with your supervisor to ensure you will be paid.
- If you are receiving an error and are unable to enter your time, please contact your supervisor before the payroll deadline.
- If your timesheet was submitted and you realized you missed a day/ hours, work with your supervisor to correct your timesheet.

****REMINDER - Fiscal Year End Supplemental Payroll***

Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.