

Supervisor Payroll Approval Deadlines 2023-2024

Paydays are semi-monthly on the 15th (or last working day prior to the 15th if it falls on a weekend or holiday) and the last working day of the month. **TIMESHEETS NOT SUBMITTED AND APPROVED BY THE DUE DATE, WILL NOT BE PROCESSED/PAID AS SCHEDULED.**

Timesheets		Supervisor Approval	Pay Dates		Part-Time Employees Max Hours Each Month
Beginning	Ending	Due by Noon on			
Aug 05	Aug 11	Aug 14	Friday	Sep 15	August 2023 91 Hours
Aug 12	Aug 18	Aug 21			
Aug 19	Aug 25	Aug 28			
Aug 26	Sep 01	Sep 05	Friday	Sep 29	September 2023 83 Hours
Sep 02	Sep 08	Sep 11			
Sep 09	Sep 15	Sep 18	Friday	Oct 13	October 2023 87 Hours
Sep 16	Sep 22	Sep 25			
Sep 23	Sep 29	Oct 02			
Sep 30	Oct 06	Oct 09	Tuesday	Oct 31	November 2023 87 Hours
Oct 07	Oct 13	Oct 16	Wednesday	Nov 15	
Oct 14	Oct 20	Oct 23			
Oct 21	Oct 27	Oct 30	Thursday	Nov 30	December 2023 83 Hours
Oct 28	Nov 03	Nov 06			
Nov 04	Nov 10	Nov 13			
Nov 11	Nov 17	Nov 20	Friday	Dec 15	January 2024 91 Hours
Nov 18	Nov 24	Nov 27	Friday	Dec 22	
Nov 25	Dec 01	Dec 04			
Dec 02	Dec 08	Dec 11	Friday	Jan 12	February 2024 83 Hours
Dec 09	Dec 15	Dec 18			
Dec 16	Dec 22	Jan 08			
Dec 23	Dec 29	Jan 08	Wednesday	Jan 31	March 2024 83 Hours
Dec 30	Jan 05	Jan 08			
Jan 06	Jan 12	Jan 16			
Jan 13	Jan 19	Jan 22	Thursday	Feb 15	April 2024 87 Hours
Jan 20	Jan 26	Jan 29			
Jan 27	Feb 02	Feb 05			
Feb 03	Feb 09	Feb 12	Friday	March 08	May 2024 91 Hours
Feb 10	Feb 16	Feb 19			
Feb 17	Feb 23	Feb 26			
Feb 24	Mar 01	Mar 04	Thursday	March 28	June 2024 79 Hours
Mar 02	Mar 08	Mar 18			
Mar 09	Mar 15	Mar 18			
Mar 16	Mar 22	Mar 25	Monday	April 15	July 2024 91 Hours
Mar 23	Mar 29	Apr 01			
Mar 30	Apr 05	Apr 08			
Apr 06	Apr 12	Apr 15	Wednesday	May 15	August 2024 87 Hours
Apr 13	Apr 19	Apr 22			
Apr 20	Apr 26	Apr 29			
Apr 27	May 03	May 06	Friday	May 31	September 2024 91 Hours
May 04	May 10	May 13	Friday	June 14	
May 11	May 17	May 20			
May 18	May 24	May 28	Friday	June 28	October 2024 83 Hours
May 25	May 31	Jun 03			
Jun 01	Jun 07	Jun 10			
Jun 08	Jun 14	Jun 17	Monday	July 15	November 2024 87 Hours
Jun 15	Jun 21	Jun 24			
Jun 22	Jun 28	Jul 01			
Jun 29	Jul 05	Jul 08	Wednesday	July 31	December 2024 91 Hours
Jul 06	Jul 12	Jul 15	Thursday	Aug 15	
Jul 13	Jul 19	Jul 22			
Jul 20	Jul 26	Jul 29	Friday	Aug 30	January 2025 83 Hours
Jul 27	Aug 02	Aug 05			
Aug 03	Aug 09	Aug 12			
Aug 10	Aug 16	Aug 19	Friday	Sep 13	February 2025 87 Hours
Aug 17	Aug 23	Aug 26			
Aug 24	Aug 30	Sep 03			
Aug 31	Sep 06	Sep 09	Monday	Sep 30	March 2025 91 Hours

ADJUNCT & OVERLOAD PAY is paid over 7 pay periods for 16 week Fall and Spring Semesters.

Fall Semester: Sept 29, Oct 13, Oct 31, Nov 15, Nov 30, Dec 15 and Dec 22

Spring Semester: Feb 15, Feb 29, Mar 8, Mar 28, Apr 15, Apr 30, May 15

Summer Semester: Jun 14, Jun 28, Jul 15, Jul 31, Aug 15, Aug 30

Late start classes are paid after classes start