

### **JULY 2023 DEADLINES**

- 3 Direct Deposit for June Master Pay Day
- 4 Independence Day Holiday
- 5 Mid-Month Paid Employees: Deadline to enter June Hours Worked (6/1 through 6/30)  
Absence Self Service Users: Key Absence for 6/1 through 6/30
- 7 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 14 Mid-Month Payday for June 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 8/1 Master Payday for July (Staff, Managers, Faculty)

### **AUGUST 2023 DEADLINES**

- 2 Direct Deposit for July Master Pay Day
- 3 Mid-Month Paid Employees: Deadline to enter July Hours Worked (7/1 through 8/1)  
Absence Self Service Users: Key Absence for 7/1 through 8/1
- 7 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 15 Mid-Month Payday for July 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 23 Docks must be reported to the Payroll Office
- 31 Master Payday for August (Staff, Managers, Faculty)

### **SEPTEMBER 2023 DEADLINES**

- 1 Direct Deposit for August Master Pay Day
- 4 Labor Day Holiday
- 5 Mid-Month Paid Employees: Deadline to enter August Hours Worked (8/2 through 8/31)  
Absence Self Service Users: Key Absence for 8/2 through 8/31
- 7 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 15 Mid-Month Payday for August 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources

- 21 Docks must be reported to the Payroll Office
- 29 Master Payday for September (Staff, Managers, Faculty)

**OCTOBER 2023 DEADLINES**

- 2 Direct Deposit for September Master Pay Day
- 3 Mid-Month Paid Employees: Deadline to enter September Hours Worked (9/1 through 9/30)  
Absence Self Service Users: Key Absence for 9/1 through 9/30
- 5 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 13 Mid-Month Payday for September 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 23 Docks must be reported to the Payroll Office
- 31 Master Payday for October (Staff, Managers, Faculty)

**NOVEMBER 2023 DEADLINES**

- 1 Direct Deposit for October Master Pay Day
- 2 Mid-Month Paid Employees: Deadline to enter October Hours Worked (10/1 through 10/31)  
Absence Self Service Users: Key Absence for 10/1 through 10/31
- 6 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 10 Veteran's Day Holiday
- 15 Mid-Month Payday for October 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 PTF's due to Human Resources
- 20 Docks must be reported to the Payroll Office
- 23 Thanksgiving Holiday
- 30 Master Payday for November (Staff, Managers, Faculty)

**DECEMBER 2023 DEADLINES**

- 1 Direct Deposit for November Master Pay Day
- 4 Mid-Month Paid Employees: Deadline to enter November Hours Worked (11/1 through 11/30)  
Absence Self Service Users: Key Absence for 11/1 through 11/30
- 6 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online

- 14 PTF's due to Human Resources
- 15 Mid-Month Payday for November 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 19 Docks must be reported to the Payroll Office
- 25-29 Winter Holiday Break
- 29 Master Payday for December (Staff, Managers, Faculty)

#### **JANUARY 2024 DEADLINES**

- 1 New Years Day Holiday
- 2 Direct Deposit for December Master Pay Day
- 3 Mid-Month Paid Employees: Deadline to enter December Hours Worked (12/1 through 12/31)  
Absence Self Service Users: Key Absence for 12/1 through 12/31
- 5 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 12 Mid-Month Payday for December 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 Martin Luther King Jr. Holiday
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for January (Staff, Managers, Faculty)

#### **FEBRUARY 2024 DEADLINES**

- 1/31 Direct Deposit for January Master Pay Day
- 1 Mid-Month Paid Employees: Deadline to enter January Hours Worked (1/1 through 1/30)  
Absence Self Service Users: Key Absence for 1/1 through 1/30
- 5 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 15 Mid-Month Payday for January 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 29 Master Payday for February (Staff, Managers, Faculty)

#### **MARCH 2024 DEADLINES**

- 1 Direct Deposit for February Master Pay Day
- 4 Mid-Month Paid Employees: Deadline to enter February Hours Worked (1/31 through 2/29)

- Absence Self Service Users: Key Absence for 1/31 through 2/29
- 6 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
  - 15 Mid-Month Payday for February 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
  - 18 PTF's due to Human Resources
  - 21 Docks must be reported to the Payroll Office
  - 29 Master Payday for March (Staff, Managers, Faculty)

#### **APRIL 2024 DEADLINES**

- 1 Cesar Chavez Holiday
- 2 Direct Deposit for March Master Pay Day
- 3 Mid-Month Paid Employees: Deadline to enter March Hours Worked (3/1 through 3/31)  
Absence Self Service Users: Key Absence for 3/1 through 3/31
- 5 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 15 Mid-Month Payday for March 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for April (Staff, Managers, Faculty)

#### **MAY 2024 DEADLINES**

- 1 Direct Deposit for April Master Pay Day
- 2 Mid-Month Paid Employees: Deadline to enter April Hours Worked (4/1 through 4/30)  
Absence Self Service Users: Key Absence for 4/1 through 4/30
- 6 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 15 Mid-Month Payday for April 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 27 Memorial Day Holiday
- 30 Master Payday for May (Staff, Managers, Faculty)
- 31 Direct Deposit for May Master Pay Day

## **JUNE 2024 DEADLINES**

- 3 Mid-Month Paid Employees: Deadline to enter May Hours Worked (5/1 through 5/30)  
Absence Self Service Users: Key Absence for 5/1 through 5/30
- 5 Head Timekeepers: Deadline to Approve Timesheets  
Absence Self Service Approvers: Approve Absences online
- 14 Mid-Month Payday for May 2024 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 14 PTF's due to Human Resources
- 19 Docks must be reported to the Payroll Office
- 19 Juneteenth Holiday
- 28 Master Payday for June (Staff, Managers, Faculty)