

2024 Human Resource/Payroll Working Calendar

Bi-Weekly Employees (Hourly Federal Work Study)

Pay Frequency: 41

Pay Run ID (for Payroll use only)	Pay Period (Timesheets <u>must</u> be submitted by the end of the day of the pay period)	Deadline for approving Timesheets ^{1 2} (<i>Approved in HRMS and due in Payroll by 5:00 pm</i>)	Pay Date
BW3122823	12/15/2023 - 12/28/2023	01/02/2024*	01/12/2024
BW3011124	12/29/2023 - 01/11/2024	01/12/2024	01/26/2023
BW3012524	01/12/2024 - 01/25/2024	01/26/2024	02/09/2024
BW3020824	01/26/2024 - 02/08/2024	02/09/2024	02/23/2024
BW3022224	02/09/2024 - 02/22/2024	02/23/2024	03/08/2024
BW3030724	02/23/2024 - 03/07/2024	03/08/2024	03/22/2024
BW3032124	03/08/2024 - 03/21/2024	03/22/2024	04/05/2024
BW3040424	03/22/2024 - 04/04/2024	04/05/2024	04/19/2024
BW3041824	04/05/2024 - 04/18/2024	04/19/2024	05/03/2024
BW3050224	04/19/2024 - 05/02/2024	05/03/2024	05/17/2024
BW3051624	05/03/2024 - 05/16/2024	05/17/2024	05/31/2024
BW3053024	05/17/2024 - 05/30/2024	05/31/2024	06/14/2024
BW3061324	05/31/2024 - 06/13/2024	06/14/2024	06/28/2024
BW3062724	06/14/2024 - 06/27/2024	06/28/2024	07/12/2024
BW3071124	06/28/2024 - 07/11/2024	07/12/2024	07/26/2024
BW3072524	07/12/2024 - 07/25/2024	07/26/2024	08/09/2024
BW3080824	07/26/2024 - 08/08/2024	08/09/2024	08/23/2024
BW3082224	08/09/2024 - 08/22/2024	08/23/2024	09/06/2024
BW3090524	08/23/2024 - 09/05/2024	09/06/2024	09/20/2024
BW3091924	09/06/2024 - 09/19/2024	09/20/2024	10/04/2024
BW3100324	09/20/2024 - 10/03/2024	10/04/2024	10/18/2024
BW3101724	10/04/2024 - 10/17/2024	10/18/2024	11/01/2024
BW3103124	10/18/2024 - 10/31/2024	11/01/2024	11/15/2024
BW3111424	11/01/2024 - 11/14/2024	11/15/2024	11/29/2024
BW3112824	11/15/2024 - 11/28/2024	11/26/2024*	12/13/2024
BW3121224	11/29/2024 - 12/12/2024	12/13/2024	12/27/2024

1. Timesheets **NOT APPROVED in HRMS** by the dates indicated above **WILL NOT** be paid on time and will be processed with the FOLLOWING pay period cycle. **NO EXCEPTIONS.**
Please pay special attention to dates with asterisks (*), as timesheets must be approved in HRMS by the specific deadlines indicated in the calendar above.
2. Changes in direct deposits, tax information and other employee data changes must be submitted to payroll by the same deadline.