

## **2024 PAYROLL DEADLINE SCHEDULE**

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**SEMI-MONTHLY** - Faculty, Lecturers, Instructors (FT & PT), Full-time Professional staff (Exempt), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants, and Doctorate Research Fellow.

**BI-WEEKLY** - Full-time Professionals (Non-Exempt), Part-time Professionals, Interim Employees, Interim Students, Admin Fellows

**BI-WEEKLY** - Full-time and Part-time employees in positions represented by Local 2110

**WEEKLY** - Full-time and Part-time employees in positions represented by Local 707 and 32BJ

**2024 PAYROLL DEADLINE SCHEDULE (SEMI-MONTHLY)**

**Faculty, Lecturers, Instructors (FT/PT), Full-time Professional Staff (EXEMPT), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants and Doctorate Research Fellows on appointments**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller’s Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions (PAF/ePAF) must reach Budget Office by 5pm</b>
1/1/2024	1/15/2024	1/12/2024	1	12/5/2023
1/16/2024	1/31/2024	1/31/2024	2	1/3/2024
2/1/2024	2/15/2024	2/15/2024	3	1/9/2024
2/16/2024	2/29/2024	2/29/2024	4	1/24/2024
3/1/2024	3/15/2024	3/15/2024	5	2/12/2024
3/16/2024	3/31/2024	3/29/2024	6	2/23/2024
4/1/2024	4/15/2024	4/15/2024	7	3/11/2024
4/16/2024	4/30/2024	4/30/2024	8	3/27/2024
5/1/2024	5/15/2024	5/15/2024	9	4/11/2024
5/16/2024	5/31/2024	5/31/2024	10	4/30/2024
6/1/2024	6/15/2024	6/14/2024	11	5/10/2024
6/16/2024	6/30/2024	6/28/2024	12	5/24/2024
7/1/2024	7/15/2024	7/15/2024	13	6/7/2024
7/16/2024	7/31/2024	7/31/2024	14	6/26/2024
8/1/2024	8/15/2024	8/15/2024	15	7/16/2024
8/16/2024	8/31/2024	8/30/2024	16	7/29/2024
9/1/2024	9/15/2024	9/13/2024	17	8/2/2024
9/16/2024	9/30/2024	9/30/2024	18	8/20/2024
10/1/2024	10/15/2024	10/15/2024	19	9/5/2024
10/16/2024	10/31/2024	10/31/2024	20	9/27/2024
11/1/2024	11/15/2024	11/15/2024	21	10/11/2024
11/16/2024	11/30/2024	11/27/2024	22	10/23/2024
12/1/2024	12/15/2024	12/13/2024	23	11/7/2024
12/16/2024	12/31/2024	12/20/2024	24	11/14/2024

**2024 PAYROLL DEADLINE SCHEDULE (BI-WEEKLY - B2 PAYROLL)**

**Full-Time Professionals NON-EXEMPT, Part-time Professional Employees, Interim  
Employees, Interim Students and Admin Fellows  
Full-time and Part-time employees in positions represented by Local 2110**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>	<b>Deadline for Employees: Time Sheets must be submitted no later than NOON</b>	<b>Deadline for Approvers: Time Sheets must be approved no later than NOON</b>
12/25/2023	1/7/2024	1/12/2024	1	12/12/2023	1/8/2024	1/9/2024
1/8/2024	1/21/2024	1/26/2024	2	1/2/2024	1/22/2024	1/23/2024
1/22/2024	2/4/2024	2/9/2024	3	1/11/2024	2/5/2024	2/6/2024
2/5/2024	2/18/2024	2/23/2024	4	1/26/2024	2/19/2024	2/20/2024
2/19/2024	3/3/2024	3/8/2024	5	2/9/2024	3/4/2024	3/5/2024
3/4/2024	3/17/2024	3/21/2024	6	2/26/2024	3/14/2024	3/15/2024
3/18/2024	3/31/2024	4/5/2024	7	3/11/2024	4/1/2024	4/2/2024
4/1/2024	4/14/2024	4/19/2024	8	3/27/2024	4/15/2024	4/16/2024
4/15/2024	4/28/2024	5/3/2024	9	4/9/2024	4/29/2024	4/30/2024
4/29/2024	5/12/2024	5/17/2024	10	4/23/2024	5/13/2024	5/14/2024
5/13/2024	5/26/2024	5/31/2024	11	5/7/2024	5/24/2024	5/28/2024
5/27/2024	6/9/2024	6/14/2024	12	5/20/2024	6/10/2024	6/11/2024
6/10/2024	6/23/2024	6/28/2024	13	6/3/2024	6/24/2024	6/25/2024
6/24/2024	7/7/2024	7/12/2024	14	6/14/2024	7/8/2024	7/9/2024
7/8/2024	7/21/2024	7/26/2024	15	7/1/2024	7/22/2024	7/23/2024
7/22/2024	8/4/2024	8/9/2024	16	7/16/2024	8/5/2024	8/6/2024
8/5/2024	8/18/2024	8/23/2024	17	7/30/2024	8/19/2024	8/20/2024
8/19/2024	9/1/2024	9/6/2024	18	8/8/2024	8/30/2024	9/3/2024
9/2/2024	9/15/2024	9/20/2024	19	8/21/2024	9/16/2024	9/17/2024
9/16/2024	9/29/2024	10/4/2024	20	9/5/2024	9/30/2024	10/1/2024
9/30/2024	10/13/2024	10/18/2024	21	9/19/2024	10/14/2024	10/15/2024
10/14/2024	10/27/2024	11/1/2024	22	10/8/2024	10/28/2024	10/29/2024
10/28/2024	11/10/2024	11/15/2024	23	10/21/2024	11/11/2024	11/12/2024
11/11/2024	11/24/2024	11/27/2024	24	11/1/2024	11/21/2024	11/22/2024
11/25/2024	12/8/2024	12/13/2024	25	11/15/2024	12/9/2024	12/10/2024
12/9/2024	12/22/2024	12/24/2024	26	11/27/2024	12/16/2024	12/17/2024

**2024 PAYROLL DEADLINE SCHEDULE (WEEKLY)**

**Full-time and Part-time employees in positions represented by Local 707 and Local 32BJ**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>
12/25/2023	12/31/2023	1/5/2024	1	12/11/2023
1/1/2024	1/7/2024	1/12/2024	2	12/18/2023
1/8/2024	1/14/2024	1/19/2024	3	12/22/2023
1/15/2024	1/21/2024	1/26/2024	4	1/5/2024
1/22/2024	1/28/2024	2/2/2024	5	1/12/2024
1/29/2024	2/4/2024	2/9/2024	6	1/22/2024
2/5/2024	2/11/2024	2/16/2024	7	1/29/2024
2/12/2024	2/18/2024	2/23/2024	8	2/5/2024
2/19/2024	2/25/2024	3/1/2024	9	2/12/2024
2/26/2024	3/3/2024	3/8/2024	10	2/19/2024
3/4/2024	3/10/2024	3/15/2024	11	2/26/2024
3/11/2024	3/17/2024	3/21/2024	12	2/29/2024
3/18/2024	3/24/2024	3/29/2024	13	3/11/2024
3/25/2024	3/31/2024	4/5/2024	14	3/15/2024
4/1/2024	4/7/2024	4/12/2024	15	3/25/2024
4/8/2024	4/14/2024	4/19/2024	16	4/1/2024
4/15/2024	4/21/2024	4/26/2024	17	4/8/2024
4/22/2024	4/28/2024	5/3/2024	18	4/15/2024
4/29/2024	5/5/2024	5/10/2024	19	4/22/2024
5/6/2024	5/12/2024	5/17/2024	20	4/29/2024
5/13/2024	5/19/2024	5/24/2024	21	5/6/2024
5/20/2024	5/26/2024	5/31/2024	22	5/13/2024
5/27/2024	6/2/2024	6/7/2024	23	5/17/2024
6/3/2024	6/9/2024	6/14/2024	24	5/24/2024
6/10/2024	6/16/2024	6/21/2024	25	6/3/2024
6/17/2024	6/23/2024	6/28/2024	26	6/7/2024
6/24/2024	6/30/2024	7/5/2024	27	6/14/2024
7/1/2024	7/7/2024	7/12/2024	28	6/21/2024
7/8/2024	7/14/2024	7/19/2024	29	6/28/2024
7/15/2024	7/21/2024	7/26/2024	30	7/8/2024
7/22/2024	7/28/2024	8/2/2024	31	7/15/2024
7/29/2024	8/4/2024	8/9/2024	32	7/22/2024
8/5/2024	8/11/2024	8/16/2024	33	7/29/2024
8/12/2024	8/18/2024	8/23/2024	34	8/5/2024
8/19/2024	8/25/2024	8/30/2024	35	8/12/2024

**2024 WEEKLY PAYROLL DEADLINES – CONTINUED**

8/26/2024	9/1/2024	9/6/2024	36	8/19/2024
9/2/2024	9/8/2024	9/13/2024	37	8/23/2024
9/9/2024	9/15/2024	9/20/2024	38	8/30/2024
9/16/2024	9/22/2024	9/27/2024	39	9/9/2024
9/23/2024	9/29/2024	10/4/2024	40	9/16/2024
9/30/2024	10/6/2024	10/11/2024	41	9/23/2024
10/7/2024	10/13/2024	10/18/2024	42	9/30/2024
10/14/2024	10/20/2024	10/25/2024	43	10/7/2024
10/21/2024	10/27/2024	11/1/2024	44	10/14/2024
10/28/2024	11/3/2024	11/8/2024	45	10/21/2024
11/4/2024	11/10/2024	11/15/2024	46	10/25/2024
11/11/2024	11/17/2024	11/22/2024	47	11/1/2024
11/18/2024	11/24/2024	11/27/2024	48	11/6/2024
11/25/2024	12/1/2024	12/6/2024	49	11/15/2024
12/2/2024	12/8/2024	12/13/2024	50	11/21/2024
12/9/2024	12/15/2024	12/20/2024	51	12/2/2024
12/16/2024	12/22/2024	12/27/2024	52	12/3/2024

**2024 SUMMER PAYROLL DEADLINE SCHEDULE**  
 FOR FULL-TIME FACULTY AND LECTURER APPOINTMENTS ONLY

<b>Summer Session</b>	<b>Payroll Start Date</b>	<b>Payroll End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm</b>
<b>A</b>	5/24/2024	6/3/2024	6/7/2024	1	5/22/2024
	6/4/2024	7/3/2024	7/5/2024	2	6/18/2024
<b>B</b>	7/8/2024	8/2/2024	8/16/2024	1	7/31/2024
	8/3/2024	8/16/2024	8/30/2024	2	8/14/2024