

**DEADLINES FOR SUBMITTING/APPROVING TIME RECORDS**

Updated 08/21/2023

<u>Bi-Weekly - Hourly Staff/Temps/Students</u>				<u>Semi-Monthly - Salaried Staff / Faculty</u>			
Pay Periods	Employee	Approval	No.	Pay Periods	Employee	Approval	No.
	Submission	Deadline			Submission	Deadline	
	5 PM	4 PM			5 PM	4 PM	
08/20/23 - 09/02/23	9/1/2023	9/5/2023	19	09/01/23 - 09/15/23	9/5/2023	9/6/2023	17
09/03/23 - 09/16/23	9/18/2023	9/19/2023	20	09/16/23 - 09/30/23	9/19/2023	9/20/2023	18
09/17/23 - 09/30/23	10/2/2023	10/3/2023	21	10/01/23 - 10/15/23	10/3/2023	10/4/2023	19
10/01/23 - 10/14/23	10/16/2023	10/17/2023	22	10/16/23 - 10/31/23	10/19/2023	10/20/2023	20
10/15/23 - 10/28/23	10/30/2023	10/31/2023	23	11/01/23 - 11/15/23	11/3/2023	11/6/2023	21
10/29/23 - 11/11/23	11/13/2023	11/14/2023	24	11/16/23 - 11/30/23	11/16/2023	11/17/2023	22
11/12/23 - 11/25/23	11/27/2023	11/28/2023	25	12/01/23 - 12/15/23	12/5/2023	12/6/2023	23
11/26/23 - 12/09/23	12/11/2023	12/12/2023	26	12/16/23 - 12/31/23	12/14/2023	12/15/2023	24
12/10/23 - 12/23/23	12/21/2023	1/2/2024*	1	01/01/24 - 01/15/24	1/2/2024	1/3/2024	1
12/24/23 - 01/06/24	1/8/2024	1/9/2024	2	01/16/24 - 01/31/24	1/19/2024	1/22/2024	2
01/07/23 - 01/20/24	1/22/2024	1/23/2024	3	02/01/24 - 02/15/24	2/5/2024	2/6/2024	3
01/21/24 - 02/03/24	2/5/2024	2/6/2024	4	02/16/24 - 02/29/24	2/19/2024	2/20/2024	4
02/04/24 - 02/17/24	2/19/2024	2/20/2024	5	03/01/24 - 03/15/24	3/5/2024	3/6/2024	5
02/18/24 - 03/02/24	3/4/2024	3/5/2024	6	03/16/24 - 03/31/24	3/19/2024	3/20/2024	6
03/03/24 - 03/16/24	3/18/2024	3/19/2024	7	04/01/24 - 04/15/24	4/3/2024	4/4/2024	7
03/17/24 - 03/30/24	4/1/2024	4/2/2024	8	04/16/24 - 04/30/24	4/18/2024	4/19/2024	8
03/31/24 - 04/13/24	4/15/2024	4/16/2024	9	05/01/24 - 05/15/24	5/3/2024	5/6/2024	9
04/14/24 - 04/27/24	4/29/2024	4/30/2024	10	05/16/24 - 05/31/24	5/20/2024	5/21/2024	10
04/28/24 - 05/11/24	5/13/2024	5/14/2024	11	06/01/24 - 06/15/24	6/4/2024	6/5/2024	11
05/12/24 - 05/25/24	5/24/2024	5/28/2024	12	06/16/24 - 06/30/24	6/18/2024	6/19/2024	12
05/26/24 - 06/08/24	6/10/2024	6/11/2024	13				
06/09/24 - 06/22/24	6/24/2024	6/25/2024	14				

**\*Deadline is at 8:30 AM**

The Employee Submission deadline listed above is a recommendation. Departments have the authority to set their own deadlines for their employees.