

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2024 (January - June)**

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt (Bi-weekly paid)

Non-Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Time & Absence Approval Deadline	Non-Exempt Pay Day	Benefit Deduction	Additional Information
January 2024 through June 2024						
12/19/23	12/10/23	12/23/23	12/21/23 by 9 am	12/29/23	N/A	3rd Biweekly Pay Run/ Early Processing Due to Holiday
01/02/24	12/24/23	01/06/24	01/08/24 by 9 am	01/12/24	1st	
01/16/24	01/07/24	01/20/24	01/22/24 by 9 am	01/26/24	2nd	
01/30/24	01/21/24	02/03/24	02/05/24 by 9 am	02/09/24	1st	
02/13/24	02/04/24	02/17/24	02/19/24 by 9 am	02/23/24	2nd	
02/27/24	02/18/24	03/02/24	03/04/24 by 9 am	03/08/24	1st	
03/12/24	03/03/24	03/16/24	03/18/24 by 9 am	03/22/24	2nd	
03/26/24	03/17/24	03/30/24	04/01/24 by 9 am	04/05/24	1st	
04/09/24	03/31/24	04/13/24	04/15/24 by 9 am	04/19/24	2nd	
04/23/24	04/14/24	04/27/24	04/29/24 by 9 am	05/03/24	1st	
05/07/24	04/28/24	05/11/24	05/13/24 by 9 am	05/17/24	2nd	
05/21/24	05/12/24	05/25/24	05/24/24 by 9 am	05/31/24	N/A	Early Processing Due to Holiday/3rd Biweekly Pay run
06/04/24	05/26/24	06/08/24	06/10/24 by 9 am	06/14/24	1st	
06/18/24	06/09/24	06/22/24	06/24/24 by 9 am	06/28/24	2nd	
07/02/24	06/23/24	07/06/24	07/08/24 by 9 am	07/12/24	1st	

All transactions are subject to the ePAR Deadlines - including funding changes.

Exempt (Monthly paid)

Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Absences Deadline to Approve in Time & Absence	Exempt Pay Day	Additional Information
January 2024 through June 2024					
01/11/24	01/01/24	01/31/24	01/25/24 by 9 am	01/31/24	
02/08/24	02/01/24	02/29/24	02/22/24 by 9 am	02/29/24	
03/14/24	03/01/24	03/31/24	03/22/24 by 9 am	03/29/24	
04/11/24	04/01/24	04/30/24	04/24/24 by 9 am	04/30/24	
05/16/24	05/01/24	05/31/24	05/22/24 by 9 am	05/31/24	
06/13/24	06/01/24	06/30/24	06/20/24 by 9 am	06/28/24	

All transactions are subject to the ePAR Deadlines - including funding changes.