

**Personnel Action Deadline and Payroll Calendar  
Calendar Year 2024 (July - December)**

*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
<b>July 2024 through December 2024</b>						
07/02/24	06/23/24	07/06/24	07/08/24 by 9 am	07/12/24	1st	
07/16/24	07/07/24	07/20/24	07/22/24 by 9 am	07/26/24	2nd	
07/30/24	07/21/24	08/03/24	08/05/24 by 9 am	08/09/24	1st	
08/13/24	08/04/24	08/17/24	08/19/24 by 9 am	08/23/24	2nd	
08/27/24	08/18/24	08/31/24	08/30/24 by 9 am	09/06/24	1st	Early Processing Due to Holiday
09/10/24	09/01/24	09/14/24	09/16/24 by 9 am	09/20/24	2nd	
09/24/24	09/15/24	09/28/24	09/30/24 by 9 am	10/04/24	1st	
10/08/24	09/29/24	10/12/24	10/14/24 by 9 am	10/18/24	2nd	
10/22/24	10/13/24	10/26/24	10/28/24 by 9 am	11/01/24	1st	
11/05/24	10/27/24	11/09/24	11/11/24 by 9 am	11/15/24	2nd	
11/19/24	11/10/24	11/23/24	11/22/24 by 9 am	11/29/24	N/A	Early Processing Due to Holiday/3rd Biweekly Pay Run
12/03/24	11/24/24	12/07/24	12/09/24 by 9 am	12/13/24	1st	
12/17/24	12/08/24	12/21/24	12/20/24 by 9 am	12/27/24	2nd	Early Processing Due to Holiday

**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
<b>July 2024 through December 2024</b>					
07/11/24	07/01/24	07/31/24	07/25/24 by 9 am	07/31/24	
08/15/24	08/01/24	08/31/24	08/23/24 by 9 am	08/30/24	
09/12/24	09/01/24	09/30/24	09/24/24 by 9 am	09/30/24	
10/17/24	10/01/24	10/31/24	10/24/24 by 9 am	10/31/24	
11/14/24	11/01/24	11/30/24	11/20/24 by 9 am	11/29/24	
12/12/24	12/01/24	12/31/24	12/18/24 by 9 am	12/31/24	

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