

## Revised 2024 HR/Payroll Processing Schedule

Start of Pay Period	End of Pay Period	Deadline for processing payroll changes to HR	Timesheets Due in Self Service	Supervisor Approval Deadline	Pay Day	Notes
04/13/24	04/26/24	04/15/24	04/26/24	04/29/24	05/03/24	
04/27/24	05/10/24	04/29/24	05/10/24	05/13/24	05/17/24	Final payroll for work study students to submit hours
05/11/24	05/24/23	05/13/24	05/24/24	*05/28/24	**05/31/24	Benefits Holiday - no benefit deductions other than TIAA
05/25/24	06/07/24	05/27/24	06/07/24	06/10/24	06/14/24	Final payroll for employees with WARN notification effective May 25 or 31. Annual Leave payout is included
06/08/24	06/21/24	06/10/24	06/21/24	06/24/24	06/28/24	Final payroll for employees with WARN notification effective June 10 or 14. Annual Leave payout is included TIAA plan ends 6/30/24. Staff, 12 Mo Faculty - Final TIAA deductions & contributions. 9 Mo Faculty – TIAA Contributions & deductions will continue as salary was earned prior to plan end date
06/22/24	07/05/24	06/24/24	07/05/24	07/08/24	07/12/24	Includes Summer School pay
07/06/24	07/19/24	07/08/24	07/19/24	07/22/24	07/26/24	<b>Final BSC payroll Includes</b> Benefit deductions for August Staff – Final payroll for employees with WARN notification effective August 2 or 9. Projected compensation through end of employment and Annual Leave payout Faculty-Compensation through end of contract, August 16
07/20/24	08/02/24					Included on 7/26 Payroll
08/03/24	08/16/24					Included on 7/26 Payroll

### Payroll Legend

\* Date moved to Tuesday, May 28 as Monday, May 27, is Memorial Day, a BSC Holiday.

\*\*Benefits Holiday-No benefit deduction except TIAA