NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY

2024 Bi-Weekly Payroll Calendar for Hourly Student and Temporary Employees

Important for Timely Pay:

- Bi-weekly paid employees' Electronic Personnel Action Form (ePAF) must be submitted at least two (2) weeks prior to the established first day of work to ensure access of the online timesheet for timely pay. *Please do not allow an employee to begin work before the personnel authorization is approved for employment by the Division of Human Resources.*
- **Employees** must submit their online timesheet NO LATER than the Timesheet Due Date and Cut-off Time.
- **Supervisors** must approve the employee(s) online timesheet NO LATER than the Approval Due Date and Cut-off Time.
- Missing the established due date and cut-off time will require the supervisor to submit an approved paper timesheet to payroll@ncat.edu to be processed for pay in the next available bi-weekly payroll.
- Late paper timesheets should not be used as a substitute for the university approved online time and attendance system and should be only used for previously missed bi-weekly pay periods.

PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAYROLL PROCESSING DATE AND TIME		LATE PAPER TIMESHEET DEADLINE FOR PREVIOUSLY MISSED PAY PERIODS		PAY DATE
	TWO WEEK START DATE	TWO WEEK END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	AS PUBLISHED BY SHARED SERVICES		DUE EACH MONDAY WEEK OF PAYROLL	NO LATER THAN	
1	12/18/2023	12/31/2023	01/02/2024*	6:00 PM*	01/03/2024*	1:29 PM*	01/03/2024	1:30 PM*	01/02/2024*	5:00 PM	01/12/2024
2	01/01/2024	01/14/2024	01/16/2024*	6:00 PM*	01/17/2024*	1:29 PM*	01/17/2024	1:30 PM*	01/16/2024*	5:00 PM	01/26/2024
3	01/15/2024	01/28/2024	01/29/2024	11:59 PM	01/30/2024	11:59 PM	01/31/2024	9:00 AM	01/29/2024	5:00 PM	02/09/2024
4	01/29/2024	02/11/2024	02/12/2024	11:59 PM	02/13/2024	11:59 PM	02/14/2024	9:00 AM	02/12/2024	5:00 PM	02/23/2024
5	02/12/2024	02/25/2024	02/26/2024	11:59 PM	02/27/2024	11:59 PM	02/28/2024	9:00 AM	02/26/2024	5:00 PM	03/08/2024
6	02/26/2024	03/10/2024	03/11/2024	11:59 PM	03/12/2024	11:59 PM	03/13/2024	9:00 AM	03/11/2024	5:00 PM	03/22/2024
7	03/11/2024	03/24/2024	03/25/2024	11:59 PM	03/26/2024	11:59 PM	03/27/2024	9:00 AM	03/25/2024	5:00 PM	04/05/2024
8	03/25/2024	04/07/2024	04/08/2024	11:59 PM	04/09/2024	11:59 PM	04/10/2024	9:00 AM	04/08/2024	5:00 PM	04/19/2024
9	04/08/2024	04/21/2024	04/22/2024	11:59 PM	04/23/2024	11:59 PM	04/24/2024	9:00 AM	04/22/2024	5:00 PM	05/03/2024
10	04/22/2024	05/05/2024	05/06/2024	11:59 PM	05/07/2024	11:59 PM	05/08/2024	9:00 AM	05/06/2024	5:00 PM	05/17/2024
11	05/06/2024	05/19/2024	05/20/2024	11:59 PM	05/21/2024	11:59 PM	05/22/2024	9:00 AM	05/20/2024	5:00 PM	05/31/2024
12	05/20/2024	06/02/2024	06/03/2024	11:59 PM	06/04/2024	11:59 PM	06/05/2024	9:00 AM	06/03/2024	5:00 PM	06/14/2024
13	06/03/2024	06/16/2024	06/17/2024	11:59 PM	06/18/2024	11:59 PM	06/20/2024	9:00 AM	06/17/2024	5:00 PM	06/28/2024
14	06/17/2024	06/30/2024	07/01/2024	8:00 PM*	07/02/2024	1:29 PM*	07/02/2024	1:30 PM*	07/01/2024	5:00 PM	07/12/2024
15	07/01/2024	07/14/2024	07/15/2024	11:59 PM	07/16/2024	11:59 PM	07/17/2024	9:00 AM	07/15/2024	5:00 PM	07/26/2024
16	07/15/2024	07/28/2024	07/29/2024	11:59 PM	07/30/2024	11:59 PM	07/31/2024	9:00 AM	07/29/2024	5:00 PM	08/09/2024
17	07/29/2024	08/11/2024	08/12/2024	11:59 PM	08/13/2024	11:59 PM	08/14/2024	9:00 AM	08/12/2024	5:00 PM	08/23/2024
18	08/12/2024	08/25/2024	08/26/2024	11:59 PM	08/27/2024	11:59 PM	08/28/2024	9:00 AM	08/26/2024	5:00 PM	09/06/2024
19	08/26/2024	09/08/2024	09/09/2024	11:59 PM	09/10/2024	11:59 PM	09/11/2024	9:00 AM	09/09/2024	5:00 PM	09/20/2024
20	09/09/2024	09/22/2024	09/23/2024	11:59 PM	09/24/2024	11:59 PM	09/25/2024	9:00 AM	09/23/2024	5:00 PM	10/04/2024
21	09/23/2024	10/06/2024	10/07/2024	11:59 PM	10/08/2024	11:59 PM	10/09/2024	9:00 AM	10/07/2024	5:00 PM	10/18/2024
22	10/07/2024	10/20/2024	10/21/2024	11:59 PM	10/22/2024	11:59 PM	10/23/2024	9:00 AM	10/21/2024	5:00 PM	11/01/2024
23	10/21/2024	11/03/2024	11/04/2024	11:59 PM	11/05/2024	11:59 PM	11/06/2024	9:00 AM	11/04/2024	5:00 PM	11/15/2024
24	11/04/2024	11/17/2024	11/18/2024	11:59 PM	11/19/2024	11:59 PM	11/20/2024	9:00 AM	11/18/2024	5:00 PM	11/27/2024
25	11/18/2024	12/01/2024	12/02/2024	11:59 PM	12/03/2024	11:59 PM	12/04/2024	9:00 AM	12/02/2024	5:00 PM	12/13/2024
26	12/02/2024	12/15/2024	12/16/2024*	11:00 AM	12/16/2024*	1:29 PM*	12/16/2024*	1:30 PM*	12/13/2024	5:00 PM	12/27/2024

*Due to the holidays identified above, supervisors must approve time immediately during these critical dates to ensure timely pay to the employee.

Rev. As of: 12/14/2023