Important: **Employees** must enter leave taken **no later** than the Leave Report Due Date and Cut-Off Time.
Supervisors must approve leave reports **no later** than the Leave Report Cut-Off Time on the Due Date.

PAY #	MONTH	PAY PERIOD START DATE	PAY PERIOD END DATE	FINAL RECEIPT OF PAY AUTHORIZATIONS FOR PAY PERIOD	EMPLOYEE LEAVE REPORT DUE DATE	SUPERVISORS LEAVE APPROVAL DUE DATE	CUT-OFF TIME FOR EMPLOYEES & SUPERVISORS	PAY DATE
1	JAN	01/01/24	01/31/24	**01/10/24**	02/05/24	02/06/24	11:59 PM	01/31/24
2	FEB	02/01/24	02/29/24	**02/10/24**	03/05/24	03/06/24	11:59 PM	02/29/24
3	MAR	03/01/24	03/31/24	**03/10/24**	04/05/24	04/08/24	11:59 PM	03/28/24
4	APR	04/01/24	04/30/24	**04/11/24**	05/06/24	05/07/24	11:59 PM	04/30/24
5	MAY	05/01/24	05/31/24	**05/10/24**	06/05/24	06/06/24	11:59 PM	05/31/24
6	JUN	06/01/24	06/30/24	**06/10/24**	07/05/24	07/08/24	11:59 PM	06/28/24
7	JUL	07/01/24	07/31/24	**07/11/24**	08/05/24	08/06/24	11:59 PM	07/31/24
8	AUG	08/01/24	08/31/24	**08/10/24**	09/05/24	09/06/24	11:59 PM	08/30/24
9	SEP	09/01/24	09/30/24	**09/12/24**	10/07/24	10/08/24	11:59 PM	09/30/24
10	OCT	10/01/24	10/31/24	**10/11/24**	11/05/24	11/06/24	11:59 PM	10/31/24
11	NOV	11/01/24	11/30/24	**11/10/24**	12/05/24	12/06/24	11:59 PM	11/27/24
12	DEC	12/01/24	12/31/24	**12/05/24**	01/06/25*	01/07/25*	11:59 PM	12/20/24

*Due to the holidays, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.

2024 Scheduled Orientation Dates for Month-End Employees
(Attendance not applicable for all employment classifications)

Departments should review the established orientation schedule and final pay authorization receipt deadline to ensure month-end pay for the employee. Late paperwork will cause the employee to miss the current month's pay date. * **Employees will receive their first paycheck the following month.**

PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE	PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE
1	JAN	01/08/24	01/22/24*	01/31/24	7	JUL	07/01/24	07/15/24	07/31/24
2	FEB	02/05/24	02/19/24*	02/29/24	8	AUG	08/05/24	08/19/24*	08/30/24
3	MAR	03/04/24	03/18/24*	03/28/24	9	SEP	09/04/24	09/16/24	09/30/24
4	APR	04/01/24	04/15/24*	04/30/24	10	OCT	10/07/24	10/21/24*	10/31/24
5	MAY	05/06/24	05/20/24*	05/31/24	11	NOV	11/04/24	11/18/24*	11/27/24
6	JUN	06/03/24	06/17/24*	06/28/24	12	DEC	12/02/24	N/A	12/20/24