



North Carolina A&T State University
2024 Banner Payroll Calendar
for
SHRA Non-Exempt Employees

IMPORTANT: Employees must enter time **no later** than the Employee Submit Deadline by 11:59 p.m.
 Supervisors must approve time **no later** than the Supervisor Submit Deadline by 11:59 p.m.

		Calendar Days Covered		Employees	Supervisors	View Balance on	Vacation and Sick	Comp Accrual &	
Leave Period	Payroll Month	From	To	Submit Deadline	Approve Deadline	Self-Service (SSB)	Accrual Thru	Leave Taken Thru	Pay Date
SB 26	MN01	12/04/2023	12/17/2023	12/18/2023	12/19/2023	January 25	January	December 31	01/31/2024
SB 01	MN01	12/18/2023	12/31/2023	01/02/2024	01/03/2024	January 25	January	December 31	01/31/2024
SB 02	MN02	01/01/2024	01/14/2024	01/16/2024	01/17/2024	February 25	February	February 11	02/29/2024
SB 03	MN02	01/15/2024	01/28/2024	01/29/2024	01/30/2024	February 25	February	February 11	02/29/2024
SB 04	MN02	01/29/2024	02/11/2024	02/12/2024	02/13/2024	February 25	February	February 11	02/29/2024
SB 05	MN03	02/12/2024	02/25/2024	02/26/2024	02/27/2024	March 25	March	March 10	03/28/2024
SB 06	MN03	02/26/2024	03/10/2024	03/11/2024	03/12/2024	March 25	March	March 10	03/28/2024
SB 07	MN04	03/11/2024	03/24/2024	03/25/2024	03/26/2024	April 25	April	April 7	04/30/2024
SB 08	MN04	03/25/2024	04/07/2024	04/08/2024	04/09/2024	April 25	April	April 7	04/30/2024
SB 09	MN05	04/08/2024	04/21/2024	04/22/2024	04/23/2024	May 25	May	May 5	05/31/2024
SB 10	MN05	04/22/2024	05/05/2024	05/06/2024	05/07/2024	May 25	May	May 5	05/31/2024
SB 11	MN06	05/06/2024	05/19/2024	05/20/2024	05/21/2024	June 25	June	June 2	06/28/2024
SB 12	MN06	05/20/2024	06/02/2024	06/03/2024	06/04/2024	June 25	June	June 2	06/28/2024
SB 13	MN07	06/03/2024	06/16/2024	06/17/2024	06/18/2024	July 25	July	June 30	07/31/2024
SB 14	MN07	06/17/2024	06/30/2024	07/01/2024	07/02/2024	July 25	July	June 30	07/31/2024
SB 15	MN08	07/01/2024	07/14/2024	07/15/2024	07/16/2024	August 25	August	August 11	08/30/2024
SB 16	MN08	07/15/2024	07/28/2024	07/29/2024	07/30/2024	August 25	August	August 11	08/30/2024
SB 17	MN08	07/29/2024	08/11/2024	08/12/2024	08/13/2024	August 25	August	August 11	08/30/2024
SB 18	MN09	08/12/2024	08/25/2024	08/26/2024	08/27/2024	September 25	September	September 8	09/30/2024
SB 19	MN09	08/26/2024	09/08/2024	09/09/2024	09/10/2024	September 25	September	September 8	09/30/2024
SB 20	MN10	09/09/2024	09/22/2024	09/23/2024	09/24/2024	October 25	October	October 6	10/31/2024
SB 21	MN10	09/23/2024	10/06/2024	10/07/2024	10/08/2024	October 25	October	October 6	10/31/2024
SB 22	MN11	10/07/2024	10/20/2024	10/21/2024	10/22/2024	November 25	November	November 3	11/27/2024
SB 23	MN11	10/21/2024	11/03/2024	11/04/2024	11/05/2024	November 25	November	November 3	11/27/2024
SB 24	MN12	11/04/2024	11/17/2024	11/18/2024	11/19/2024	December 23	December	December 1	12/20/2024
SB 25	MN12	11/18/2024	12/01/2024	12/02/2024	12/03/2024	December 23	December	December 1	12/20/2024
SB 26	MN01	12/02/2024	12/15/2024	12/16/2024	12/17/2024	January 25	January	December 30	01/31/2025
SB 01	MN01	12/16/2024	12/29/2024	12/30/2024	12/31/2024	January 25	January	December 30	01/31/2025

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