

## Academic Year 2023-2024 Bi-Weekly Pay Schedule

Check #	Payroll #	Pay Period Dates	PAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	BW-18	8/19-2023 – 9/1/2023	8/24/2023	8/30/2023	8/31/2023	9/8/2023	PAF Deadline for Full-Time Faculty appointments; Early deadlines for Labor Day holiday
2	BW-19	9/2/2023 – 9/15/2023	9/5/2023	9/15/2023	9/18/2023	9/22/2023	FLAC Deadline for Part-time Faculty & Overloads
3	BW-20	9/16/2023 – 9/29/2023	9/27/2023	9/29/2023	10/2/2023	10/6/2023	
4	BW-21	9/30/2023 – 10/13/2023	10/11/2023	10/12/2023	10/16/2023	10/20/2023	Early timesheet deadline due to Fall Break
5	BW-22	10/14/2023 – 10/27/2023	10/17/2023	10/27/2023	10/30/2023	11/3/2023	FLAC Deadline for Part-time Faculty & Overloads
6	BW-23	10/28/2023 – 11/10/2023	11/8/2023	11/10/2023	11/13/2023	11/17/2023	
7	BW-24	11/11/2023 – 11/24/2023	11/17/2023	11/22/2023	11/27/2023	12/1/2023	Due dates changed due to Thanksgiving holiday
8	BW-25	11/25/2023 – 12/8/2023	12/6/2023	12/7/2023	12/8/2023	12/15/2023	Due dates changed due to Christmas break
9	BW-26	12/9/2023 – 12/22/2023	12/6/2023	12/7/2023	12/8/2023	12/29/2023	Deduction holiday; Due dates changed for Christmas break
10	BW-01	12/23/2023 – 1/5/2024	1/3/2024	1/5/2024	1/8/2024	1/12/2024	
11	BW-02	1/6/2024 – 1/19/2024	1/9/2024	1/19/2024	1/22/2024	1/26/2024	FLAC Deadline for Winter Session
12	BW-03	1/20/2024 – 2/2/2024	1/23/2024	2/2/2024	2/5/2024	2/9/2024	FLAC Deadline for Spring Full & Spring 1 <sup>st</sup> terms
13	BW-04	2/3/2024 – 2/16/2024	2/14/2024	2/16/2024	2/19/2024	2/23/2024	
14	BW-05	2/17/2024 – 3/1/2024	2/28/2024	3/1/2024	3/4/2024	3/8/2024	
15	BW-06	3/2/2024 – 3/15/2024	3/13/2024	3/15/2024	3/18/2024	3/22/2024	
16	BW-07	3/16/2024 – 3/29/2024	3/19/2024	3/25/2024	3/26/2024	4/5/2024	FLAC Deadline for Spring 2 <sup>nd</sup> term; Early deadlines due to Good Friday
17	BW-08	3/30/2024 – 4/12/2024	4/10/2024	4/12/2024	4/15/2024	4/19/2024	
18	BW-09	4/13/2024 – 4/26/2024	4/24/2024	4/26/2024	4/29/2024	5/3/2024	
19	BW-10	4/27/2024 – 5/10/2024	5/8/2024	5/10/2024	5/13/2024	5/17/2024	Last pay date for 9-month salary schedule
20	BW-11	5/11/2024 – 5/24/2024	5/20/2024	5/22/2024	5/23/2024	5/31/2024	Deduction holiday; Early deadlines due to Memorial Day
21	BW-12	5/25/2024 – 6/7/2024	6/5/2024	6/7/2024	6/10/2024	6/14/2024	
22	BW-13	6/8/2024 – 6/21/2024	6/19/2024	6/21/2024	6/24/2024	6/28/2024	
23	BW-14	6/22/2024 – 7/5/2024	7/1/2024	7/3/2024	7/8/2024	7/12/2024	Early deadlines due to July 4 <sup>th</sup> holiday
24	BW-15	7/6/2024 – 7/19/2024	7/17/2024	7/19/2024	7/22/2024	7/26/2024	
25	BW-16	7/20/2024 – 8/2/2024	7/31/2024	8/2/2024	8/5/2024	8/9/2024	
26	BW-17	8/3/2024 – 8/16/2024	8/14/2024	8/16/2024	8/19/2024	8/23/2024	Last day for salary deferral

**\*Timesheets must be submitted by 12:00 PM on due date**

**\*Approvers must approve by 12:00 PM on due date**

**\*Dates are subject to change based on our academic schedule**