

2024 Hourly Payroll Calendar and Timekeeping Approval Dates

<u>Hourly Pay Period</u>	<u>Deadline for All Hourly timekeeping submissions, edits and approvals*</u>	<u>Pay Date</u>
12/24/2023 - 01/06/2024	1/8/2024	1/12/2024
01/07/2024 - 01/20/2024	1/22/2024	1/26/2024
01/21/2024 - 02/03/2024	2/5/2024	2/9/2024
02/04/2024 - 02/17/2024	2/19/2024	2/23/2024
02/18/2024 - 03/02/2024	3/4/2024	3/8/2024
03/03/2024 - 03/16/2024	3/18/2024	3/22/2024
03/17/2024 - 03/30/2024	4/1/2024**	4/5/2024
03/31/2024 - 04/13/2024	4/15/2024	4/19/2024
04/14/2024 - 04/27/2024	4/29/2024	5/3/2024
04/28/2024 - 05/11/2024	5/13/2024	5/17/2024
05/12/2024 - 05/25/2024	5/27/2024**	5/31/2024
05/26/2024 - 06/08/2024	6/10/2024	6/14/2024
06/09/2024 - 06/22/2024	6/24/2024	6/28/2024
06/23/2024 - 07/06/2024	7/8/2024	7/12/2024
07/07/2024 - 07/20/2024	7/22/2024	7/26/2024
07/21/2024 - 08/03/2024	8/5/2024	8/9/2024
08/04/2024 - 08/17/2024	8/19/2024	8/23/2024
08/18/2024 - 08/31/2024	9/2/2024**	9/6/2024
09/01/2024 - 09/14/2024	9/16/2024	9/20/2024
09/15/2024 - 09/28/2024	9/30/2024	10/4/2024
09/29/2024 - 10/12/2024	10/14/2024	10/18/2024
10/13/2024 - 10/26/2024	10/28/2024	11/1/2024
10/27/2024 - 11/09/2024	11/11/2024	11/15/2024
11/10/2024 - 11/23/2024	11/25/2024 at 10am***	11/29/2024
11/24/2024 - 12/07/2024	12/9/2024	12/13/2024
12/08/2024 - 12/21/2024	12/23/2024 at 10am***	12/27/2024
12/22/2024 - 01/04/2025	1/6/2025	1/10/2025
01/05/2025 - 01/18/2025	1/20/2025	1/24/2025
*Please note all time corrections and approvals affecting an employee's paycheck for the upcoming pay date is to be received in HR by 4pm on this date		
**If the payroll deadline falls on a holiday, departments will need to make arrangements to either have someone available to meet this deadline, or complete edits and sign-offs prior to the deadline.		
***Due to the timing of the holiday, the Payroll deadline is moved to 10am on this date.		
*Deadlines and pay dates are subject to change. Any changes will be communicated on the myLU webpage.		