

JANUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1 University Holiday	2	3 SM Time Approval Cutoff Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	4 OFF CYCLE PAY DATE	5 SM HCM Transaction Completion Cutoff SM Costing Allocation Cutoff	6
7	8 Semi Monthly Payroll Finalized	9	10 SEMI MONTHLY PAY DATE (12/16-12/31) GA Appointment Cutoff	11 Mass Time Approval for time blocks through 12/30/2023 Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	12 OFF CYCLE PAY DATE	13
14	15 University Holiday	16	17	18 SM Time Approval Cutoff	19 SM/MO HCM Transaction Completion Cutoff	20
21	22 SM/MO Costing Allocation Cutoff Off Cycle Form Due by <u>12:00 PM</u> (paid next business day)	23 Semi Monthly Payroll Finalized OFF CYCLE PAY DATE	24	25 SEMI MONTHLY PAY DATE (1/1-1/15)	26 Monthly Payroll Finalized	27
28	29	30	31 MONTHLY PAY DATE (1/1-1/31)			

FEBRUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
					SM Time Approval Cutoff	
					Off Cycle Form Due by 12:00 PM (paid next business day)	
4	5	6	7	8	9	10
	SM HCM Transaction Completion Cutoff				SEMI MONTHLY PAY DATE (1/16-1/31)	
	OFF CYCLE PAY DATE	SM Costing Allocation Cutoff	Semi Monthly Payroll Finalized		GA Appointment Cutoff	
11	12	13	14	15	16	17
		Mass Time Approval for time blocks through 2/3/2024	OFF CYCLE PAY DATE			
		Off Cycle Form Due by 12:00 PM (paid next business day)				
18	19	20	21	22	23	24
	SM Time Approval Cutoff					
	SM/MO HCM Transaction Completion Cutoff	SM/MO Costing Allocation Cutoff	Semi Monthly Payroll Finalized		SEMI MONTHLY PAY DATE (2/1-2/15)	
25	26	27	28	29		
	Monthly Payroll Finalized			MONTHLY PAY DATE (2/1-2/29)		

MARCH						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1 SM Time Approval Cutoff	2
					SM HCM Transaction Completion Cutoff	
3	4	5 SM Costing Allocation Cutoff	6 Semi Monthly Payroll Finalized	7	8 SEMI MONTHLY PAY DATE (2/16-2/29)	9
					GA Appointment Cutoff Mass Time Approval for time blocks through 3/2/2024	
10	11	12 Off Cycle Form Due by 12:00 PM (paid next business day)	13 OFF CYCLE PAY DATE	14	15	16
17	18 SM Time Approval Cutoff	19 SM/MO HCM Transaction Completion Cutoff	20 SM/MO Costing Allocation Cutoff	21 Semi Monthly Payroll Finalized	22	23
		Off Cycle Form Due by 12:00 PM (paid next business day)	OFF CYCLE PAY DATE			
24	25 SEMI MONTHLY PAY DATE (3/1-3/15)	26 Monthly Payroll Finalized	27	28	29 MONTHLY PAY DATE (3/1-3/31)	30
31						

APRIL						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3 SM Time Approval Cutoff Off Cycle Form Due by 12:00 PM (paid next business day)	4 SM HCM Transaction Completion Cutoff OFF CYCLE PAY DATE	5 SM Costing Allocation Cutoff	6
7	8 Semi Monthly Payroll Finalized	9	10 SEMI MONTHLY PAY DATE (3/16-3/31) GA Appointment Cutoff	11 Mass Time Approval for time blocks through 3/30/2024 Off Cycle Form Due by 12:00 PM (paid next business day)	12 OFF CYCLE PAY DATE	13
14	15	16	17	18 SM Time Approval Cutoff	19 SM/MO HCM Transaction Completion Cutoff	20
21	22 SM/MO Costing Allocation Cutoff Off Cycle Form Due by 12:00 PM (paid next business day)	23 Semi Monthly Payroll Finalized OFF CYCLE PAY DATE	24	25 Monthly Payroll Finalization SEMI MONTHLY PAY DATE (4/1-4/15)	26	27
28	29	30 MONTHLY PAY DATE (4/1-4/30)				

MAY						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
				Off Cycle Form Due by 12:00 PM (paid next business day)	SM Time Approval Cutoff OFF CYCLE PAY DATE	
5	6	7	8	9	10	11
	SM HCM Transaction Completion Cutoff	SM Costing Allocation Cutoff	Semi Monthly Payroll Finalized		SEMI MONTHLY PAY DATE (4/16-4/30) GA Appointment Cutoff	
12	13	14	15	16	17	18
	Mass Time Approval for time blocks through 5/4/2024 Off Cycle Form Due by 12:00 PM (paid next business day)	OFF CYCLE PAY DATE			SM Time Approval Cutoff	
19	20	21	22	23	24	25
	SM/MO HCM Transaction Completion Cutoff	SM/MO Costing Allocation Cutoff Off Cycle Form Due by 12:00 PM (paid next business day)	Semi Monthly Payroll Finalized OFF CYCLE PAY DATE		SEMI MONTHLY PAY DATE (5/1-5/15)	
26	27	28	29	30	31	
	University Holiday	Monthly Payroll Finalized			MONTHLY PAY DATE (5/1-3/31)	

JUNE						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4 SM Time Approval Cutoff	5 SM Costing Allocation Cutoff	6 Semi Monthly Payroll Finalized	7	8
		SM HCM Transaction Completion Cutoff	Off Cycle Form Due by 12:00 PM (paid next business day)	OFF CYCLE PAY DATE		
9	10 SEMI MONTHLY PAY DATE (5/16-5/31)	11	12	13 Mass Time Approval for time blocks through 6/1/2024	14 OFF CYCLE PAY DATE	15
	GA Appointment Cutoff			Off Cycle Form Due by 12:00 PM (paid next business day)		
16	17	18 SM Time Approval Cutoff	19 SM/MO HCM Transaction Completion Cutoff	20 SM/MO Costing Allocation Cutoff	21 Semi Monthly Payroll Finalized	22
23	24	25 Monthly Payroll Finalization	26	27	28 MONTHLY PAY DATE (6/1-6/30)	29
		SEMI MONTHLY PAY DATE (6/1-6/15)				
30						