

**2024 CUTOFF DATES FOR  
HOURLY AND SALARY EMPLOYEES**

<b>PAY PERIOD</b>	<b>TIME SUBMITTAL/ APPROVAL CUTOFF</b>	<b>EXCEPTION TIME APPROVAL CUTOFF</b>	<b>HCM TRANSACTION COMPLETION CUTOFF</b>	<b>COSTING ALLOCATIONS CUTOFF</b>	<b>PAYROLL FINALIZED</b>	<b>PAY DATE</b>
Dec 16 - Dec 31	01/03/2024		01/05/2024	01/05/2024	01/08/2024	01/10/2024
Jan 1 - Jan 15	01/18/2024		01/19/2024	01/22/2024	01/23/2024	01/25/2024
Jan 1 - Jan 31		01/18/2024	01/19/2024	01/22/2024	01/26/2024	01/31/2024
Jan 16 - Jan 31	02/02/2024		02/05/2024	02/06/2024	02/07/2024	02/09/2024
Feb 1 - Feb 15	02/19/2024		02/19/2024	02/20/2024	02/21/2024	02/23/2024
Feb 1 - Feb 29		02/19/2024	02/19/2024	02/20/2024	02/26/2024	02/29/2024
Feb 16 - Feb 29	03/01/2024		03/01/2024	03/05/2024	03/06/2024	03/08/2024
Mar 1 - Mar 15	03/18/2024		03/19/2024	03/20/2024	03/21/2024	03/25/2024
Mar 1 - Mar 31		03/18/2024	03/19/2024	03/20/2024	03/26/2024	03/29/2024
Mar 16 - Mar 31	04/03/2024		04/04/2024	04/05/2024	04/08/2024	04/10/2024
April 1 - April 15	04/18/2024		04/19/2024	04/22/2024	04/23/2024	04/25/2024
April 1 - April 30		04/18/2024	04/19/2024	04/22/2025	04/25/2024	04/30/2024
April 16 - April 30	05/03/2024		05/06/2024	05/07/2024	05/08/2024	05/10/2024
May 1 - May 15	05/17/2024		05/20/2024	05/21/2024	05/22/2024	05/24/2024
May 1 - May 31		05/17/2024	05/20/2024	05/21/2024	05/28/2024	05/31/2024
May 16 - May 31	06/04/2024		06/04/2024	06/05/2024	06/06/2024	06/10/2024
Jun 1 - Jun 15	06/18/2024		06/19/2024	06/20/2024	06/21/2024	06/25/2024
Jun 1 - June 30		06/18/2024	06/19/2024	06/20/2024	06/25/2024	06/28/2024
Jun 16 - Jun 30	07/02/2024		07/03/2024	07/05/2024	07/08/2024	07/10/2024

**KEY**

**Pay Period:** Length of time included in the current pay date

**Time Submittal/Approval Cutoff:** Applies to semi-monthly hourly employees

**Exception Time Approval Cutoff:** Applies to salary non-exempt employees, any exception time (e.g. overtime) approved by this date will be included in the current month's payroll calculation

**HCM Transaction Completion Cutoff:** Includes hires, job changes, compensation changes and time offs/leaves

**Costing Allocations Cutoff:** Changes approved by this cutoff will be included in the final calculation for the current pay period

**Payroll Finalized:** Date payroll will run final calculations and complete the payroll processing

**Pay Date:** Date by which funds are deposited and checks dated