

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

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

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

OCTOBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2 SM Time Approval Cutoff <u>Off Cycle Form Due by 12:00 PM</u> (paid next business day)	3 OFF CYCLE PAY DATE	4 SM HCM Transaction Completion Cutoff	5
6	7 SM Costing Allocation Cutoff	8 Semi Monthly Payroll Finalized	9	10 SEMI MONTHLY PAY DATE (9/16-9/30)	11 Mass Time Approval for time blocks through 10/05/2024 <u>Off Cycle Form Due by 12:00 PM</u> (paid next business day)	12
13	14 OFF CYCLE PAY DATE	15	16	17 <u>Off Cycle Form Due by 12:00 PM</u> (paid next business day)	18 OFF CYCLE PAY DATE	19
20	21 SM Time Approval Cutoff SM/MO HCM Transaction Completion Cutoff	22 SM/MO Costing Allocation Cutoff	23 Semi Monthly Payroll Finalized	24	25 SEMI MONTHLY PAY DATE (10/1-10/15)	26
27	28 Monthly Payroll Finalized	29	30	31 MONTHLY PAY DATE (10/1-10/31)		

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

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