

2024 CUTOFF DATES FOR HOURLY AND SALARY EMPLOYEES

PAY PERIOD	TIME SUBMITTAL/ APPROVAL CUTOFF	HCM TRANSACTION COMPLETION CUTOFF	COSTING ALLOCATIONS CUTOFF	PAYROLL FINALIZED	PAY DATE
June 16 - June 30	07/02/2024	07/03/2024	07/05/2024	07/08/2024	07/10/2024
July 1 - July 15	07/18/2024	07/19/2024	07/22/2024	07/23/2024	07/25/2024
July 1 - July 31		07/19/2024	07/22/2024	07/26/2024	07/31/2024
July 16 - July 31	08/02/2024	08/05/2024	08/06/2024	08/07/2024	08/09/2024
Aug 1 - Aug 15	08/19/2024	08/19/2024	08/20/2024	08/21/2024	08/23/2024
Aug 1 - Aug 31		08/19/2024	08/20/2024	08/27/2024	08/30/2024
Aug 16 - Aug 31	09/03/2024	09/04/2024	09/05/2024	09/06/2024	09/10/2024
Sept 1 - Sept 15	09/17/2024	09/19/2024	09/20/2024	09/23/2024	09/25/2024
Sept 1 - Sept 30		09/19/2024	09/20/2024	09/25/2024	09/30/2024
Sept 16 - Sept 30	10/02/2024	10/04/2024	10/07/2024	10/08/2024	10/10/2024
Oct 1 - Oct 15	10/21/2024	10/21/2024	10/22/2024	10/23/2024	10/25/2024
Oct 1 - Oct 31		10/21/2024	10/22/2024	10/28/2024	10/31/2024
Oct 16 - Oct 31	11/04/2024	11/04/2024	11/05/2024	11/06/2024	11/08/2024
Nov 1 - Nov 15	11/19/2024	11/19/2024	11/20/2024	11/21/2024	11/25/2024
Nov 1 - Nov 30		11/19/2024	11/20/2024	11/21/2024	11/26/2024
Nov 16 - Nov 30	12/04/2024	12/04/2024	12/05/2024	12/06/2024	12/10/2024
Dec 1 - Dec 15	12/16/2024	12/16/2024	12/17/2024	12/18/2024	12/20/2024
Dec 1 - Dec 31		12/16/2024	12/17/2024	12/26/2024	12/31/2024
Dec 16 - Dec 31	01/06/2025	01/06/2025	01/07/2025	01/08/2025	01/10/2025

KEY

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

Time Submittal/Approval Cutoff: Applies to semi-monthly hourly and monthly non-exempt employees

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