

2024 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2024.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
24A	12/16/23 - 12/31/23	12/21/23	01/02/24	01/08/24
24B	01/01/24 - 01/15/24	01/12/24	01/16/24	01/22/24
24C	01/16/24 - 01/31/24	01/31/24	02/01/24	02/07/24
24D	02/01/24 - 02/15/24	02/14/24	02/15/24	02/22/24
24E	02/16/24 - 02/29/24	02/29/24	03/01/24	03/07/24
24F	03/01/24 - 03/15/24	03/15/24	03/18/24	03/22/24
24G	03/16/24 - 03/31/24	04/01/24	04/02/24	04/08/24
24H	04/01/24 - 04/15/24	04/15/24	04/16/24	04/22/24
24I	04/16/24 - 04/30/24	04/30/24	05/01/24	05/07/24
24J	05/01/24 - 05/15/24	05/15/24	05/16/24	05/22/24
24K	05/16/24 - 05/31/24	05/31/24	06/03/24	06/07/24
24L	06/01/24 - 06/15/24	06/13/24	06/14/24	06/21/24
24M	06/16/24 - 06/30/24	06/27/24	06/28/24	07/08/24
24N	07/01/24 - 07/15/24	07/15/24	07/16/24	07/22/24
24O	07/16/24 - 07/31/24	07/31/24	08/01/24	08/07/24
24P	08/01/24 - 08/15/24	08/15/24	08/16/24	08/22/24
24Q	08/16/24 - 08/31/24	08/29/24	08/30/24	09/06/24
24R	09/01/24 - 09/15/24	09/16/24	09/17/24	09/23/24
24S	09/16/24 - 09/30/24	09/30/24	10/01/24	10/07/24
24T	10/01/24 - 10/15/24	10/15/24	10/16/24	10/22/24
24U	10/16/24 - 10/31/24	10/31/24	11/01/24	11/07/24
24V	11/01/24 - 11/15/24	11/15/24	11/18/24	11/22/24
24W	11/16/24 - 11/30/24	11/27/24	12/02/24	12/06/24
24X	12/01/24 - 12/15/24	12/16/24	12/17/24	12/23/24

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on Workday.

Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.