

Pay Period(T/S to	EZ Time Submittal Date	Supervisor Approval Date	Pay Date
12/20/23-01/19/24	Friday, January 19, 2024	Monday, January 20, 2024	Wednesday- Jan. 31, 2024
01/20/24-02/19/24	Friday, February 16, 2024	Tuesday, February 20, 2024	Thursday - Feb. 29, 2024
02/20/24-03/19/24	Tuesday, March 19, 2024	Wednesday, March 20, 2024	Friday - March 29, 2024
03/20/24-04/19/24	Friday, April 19, 2024	Monday, April 22, 2024	Tuesday - April 30, 2024
04/20/24-05/19/24	Friday, May 17, 2024	Monday, May 20, 2024	Friday - May 31, 2024
05/20/24-06/19/24	Tuesday, June 18, 2024	Wednesday, June 19, 2024	Thursday - June 27, 2024
06/20/24-07/19/24	Thursday, July 18, 2024	Monday, July 22, 2024	Wednesday - July 31, 2024
07/20/24-08/19/24	Monday, August 19, 2024	Tuesday, August 20, 2024	Thursday - August 29, 2024
08/20/24-09/19/24	Thursday, September 19, 2024	Friday, September 20, 2024	Monday - Sept. 30, 2024
09/20/24-10/19/24	Friday, October 18, 2024	Monday, October 21, 2024	Thursday - October 31, 2024
10/20/24-11/19/24	Monday, November 18, 2024	Tuesday, November 19, 2025	Wednesday - Nov. 27, 2024
11/20/24-12/19/24	Wednesday, December 18, 2024	Thursday, December 19, 2025	Friday - December 31, 2024

EZ Time Submittal dates for months **NOT HIGHLIGHTED** reflect the last possible work day in the month. Individual work days may vary and time

\*Requires EARLY ENTRY AND APPROVAL due to holiday and college closures resulting in reduced number of days to process payroll.

**NOTE: ALL TIMESHEET MUST INCLUDE DAYS WORKED THROUGH THE 19TH REGARDLESS OF SUBMITTAL DATE**