

2023-2024 Time Sheet Deadlines

Payroll Period Dates	Deadline to Submit to Approver	Approver Deadline	PayDate
8/27/2023 thru 9/9/2023	9/12/2023 by 12:00 p.m.	9/14/2023 by 5:00 p.m.	9/29/2023
9/10/2023 thru 9/23/2023	9/26/2023 by 12:00 p.m.	9/28/2023 by 5:00 p.m.	10/13/2023
9/24/2023 thru 10/7/2023	10/10/2023 by 12:00 p.m.	10/12/2023 by 5:00 p.m.	10/31/2023
10/8/2023 thru 10/21/2023	10/24/2023 by 12:00 p.m.	10/26/2023 by 5:00 p.m.	11/15/2023
10/22/2023 thru 11/4/2023	11/7/2023 by 12:00 p.m.	11/9/2023 by 5:00 p.m.	11/30/2023
11/5/2023 thru 11/18/2023	11/21/2023 by 12:00 p.m.	11/27/2023 by 5:00 p.m.	12/15/2023
11/19/2023 thru 12/2/2023	12/5/2023 by 12:00 p.m.	12/7/2023 by 5:00 p.m.	12/29/2023
12/3/2023 thru 12/23/2023	1/2/2024 by 12:00 p.m.	1/4/2024 by 5:00 p.m.	1/12/2024
12/24/2023 thru 1/13/2024	1/16/2024 by 12:00 p.m.	1/18/2024 by 5:00 p.m.	1/31/2024
1/14/2024 thru 1/27/2024	1/30/2024 by 12:00 p.m.	2/1/2024 by 5:00 p.m.	2/15/2024
1/28/2024 thru 2/10/2024	2/13/2024 by 12:00 p.m.	2/15/2024 by 5:00 p.m.	2/29/2024
2/11/2024 thru 2/24/2024	2/27/2024 by 12:00 p.m.	2/29/2024 by 5:00 p.m.	3/15/2024
2/25/2024 thru 3/16/2024	3/19/2024 by 12:00 p.m.	3/21/2024 by 5:00 p.m.	3/29/2024
3/17/2024 thru 3/30/2024	4/2/2024 by 12:00 p.m.	4/4/2024 by 5:00 p.m.	4/15/2024
3/31/2024 thru 4/13/2024	4/16/2024 by 12:00 p.m.	4/18/2024 by 5:00 p.m.	4/30/2024
4/14/2024 thru 4/27/2024	4/30/2024 by 12:00 p.m.	5/2/2024 by 5:00 p.m.	5/15/2024
4/28/2024 thru 5/11/2024	5/14/2024 by 12:00 p.m.	5/16/2024 by 5:00 p.m.	5/31/2024
5/12/2024 thru 5/25/2024	5/28/2024 by 12:00 p.m.	5/30/2024 by 5:00 p.m.	6/14/2024
5/26/2024 thru 6/8/2024	6/11/2024 by 12:00 p.m.	6/13/2024 by 5:00 p.m.	6/28/2024
6/9/2024 thru 6/22/2024	6/25/2024 by 12:00 p.m.	6/27/2024 by 5:00 p.m.	7/15/2024
6/23/2024 thru 7/13/2024	7/16/2024 by 12:00 p.m.	7/18/2024 by 5:00 p.m.	7/31/2024
7/14/2024 thru 7/27/2024	7/30/2024 by 12:00 p.m.	8/1/2024 by 5:00 p.m.	8/15/2024
7/28/2024 thru 8/10/2024	8/13/2024 by 12:00 p.m.	8/15/2024 by 5:00 p.m.	8/30/2024
8/11/2024 thru 8/24/2024	8/27/2024 by 12:00 p.m.	8/29/2024 by 5:00 p.m.	9/13/2024