



**Semi-Monthly**  
**Pay Period/Timesheet Schedule**  
**Academic Year 2023-2024**

<b>Pay Period (Work Hours)</b>	<b>Timesheets DUE</b>	<b>Pay Day</b>
August 17-31	September 5	September 15
September 1-16	September 19	September 29
September 17-30	October 3	October 13
October 1-16	October 18	October 31
October 17-31	November 2	November 15
November 1-16	<i>November 17*</i>	November 30
November 17-30	December 4	December 15
December 1-16	<i>December 18*</i>	December 29
December 17-31	January 3	January 12
January 1-16	January 18	January 31
January 17-31	February 2	February 15
February 1-16	<i>February 19*</i>	February 29
February 17-29	March 4	March 15
March 1-16	March 19	March 28
March 17-31	April 2	April 15
April 1-16	April 18	April 30
April 17-30	May 2	May 15
May 1-16	May 20	May 31
May 17-31	June 4	June 14
June 1-16	June 18	June 28
June 17-30	July 2	July 15
July 1-16	July 18	July 31
July 17-31	August 2	August 15
August 1-16	August 20	August 30

\*Note that normally Timesheets are due within two (2) business days after the end of a pay period. Timesheet Due Dates noted with the **asterisk (\*)** indicate Timesheets are due within one (1) business day because of banking and holiday schedules. Please be mindful of these due dates to ensure each semi-monthly payroll runs smoothly.