

## Supervisor Payroll Approval Deadlines 2023-2024

Paydays are semi-monthly on the 15th (or last working day prior to the 15th if it falls on a weekend or holiday) and the last working day of the month. **TIMESHEETS NOT SUBMITTED AND APPROVED BY THE DUE DATE, WILL NOT BE PROCESSED/PAID AS SCHEDULED.**

Timesheets		Supervisor Approval	Pay Dates		Part-Time Employees Max Hours Each Month		
Beginning	Ending	Due by Noon on					
Aug 05	Aug 11	Aug 14	Friday	Sep 15	<b>August 2023</b> 91 Hours		
Aug 12	Aug 18	Aug 21					
Aug 19	Aug 25	Aug 28					
Aug 26	Sep 01	Sep 05	Friday	Sep 29		<b>September 2023</b> 83 Hours	
Sep 02	Sep 08	Sep 11					
Sep 09	Sep 15	Sep 18	Friday	Oct 13			
Sep 16	Sep 22	Sep 25					
Sep 23	Sep 29	Oct 02					
Sep 30	Oct 06	Oct 09	Tuesday	Oct 31			<b>October 2023</b> 87 Hours
Oct 07	Oct 13	Oct 16	Wednesday	Nov 15			
Oct 14	Oct 20	Oct 23					
Oct 21	Oct 27	Oct 30	Thursday	Nov 30			
Oct 28	Nov 03	Nov 06					
Nov 04	Nov 10	Nov 13					
Nov 11	Nov 17	Nov 20	Friday	Dec 15	<b>November 2023</b> 87 Hours		
Nov 18	Nov 24	Nov 27	Friday	Dec 22			
Nov 25	Dec 01	Dec 04					
Dec 02	Dec 08	Dec 11	Friday	Jan 12			
Dec 09	Dec 15	Dec 18					
Dec 16	Dec 22	Jan 08					
Dec 23	Dec 29	Jan 08	Wednesday	Jan 31		<b>December 2023</b> 83 Hours	
Dec 30	Jan 05	Jan 08					
Jan 06	Jan 12	Jan 16	Thursday	Feb 15			
Jan 13	Jan 19	Jan 22					
Jan 20	Jan 26	Jan 29					
Jan 27	Feb 02	Feb 05	Thursday	Feb 29			<b>January 2024</b> 91 Hours
Feb 03	Feb 09	Feb 12	Friday	March 08			
Feb 10	Feb 16	Feb 19					
Feb 17	Feb 23	Feb 26	Thursday	March 28			
Feb 24	Mar 01	Mar 04					
Mar 02	Mar 08	Mar 18					
Mar 09	Mar 15	Mar 18	Monday	April 15	<b>February 2024</b> 83 Hours		
Mar 16	Mar 22	Mar 25					
Mar 23	Mar 29	Apr 01	Tuesday	April 30			
Mar 30	Apr 05	Apr 08					
Apr 06	Apr 12	Apr 15					
Apr 13	Apr 19	Apr 22	Wednesday	May 15		<b>March 2024</b> 83 Hours	
Apr 20	Apr 26	Apr 29	Friday	May 31			
Apr 27	May 03	May 06					
May 04	May 10	May 13	Friday	June 14			
May 11	May 17	May 20					
May 18	May 24	May 28					
May 25	May 31	Jun 03	Friday	June 28			
Jun 01	Jun 07	Jun 10					
Jun 08	Jun 14	Jun 17	Monday	July 15	<b>April 2024</b> 87 Hours		
Jun 15	Jun 21	Jun 24					
Jun 22	Jun 28	Jul 01					
Jun 29	Jul 05	Jul 08	Wednesday	July 31			<b>May 2024</b> 91 Hours
Jul 06	Jul 12	Jul 15	Thursday	Aug 15			
Jul 13	Jul 19	Jul 22					
Jul 20	Jul 26	Jul 29	Friday	Aug 30			
Jul 27	Aug 02	Aug 05					
Aug 03	Aug 09	Aug 12					
Aug 10	Aug 16	Aug 19	Friday	Sep 13		<b>June 2024</b> 79 Hours	
Aug 17	Aug 23	Aug 26					
Aug 24	Aug 30	Sep 03	Monday	Sep 30			
Aug 31	Sep 06	Sep 09					

**ADJUNCT & OVERLOAD PAY is paid over 7 pay periods for 16 week Fall and Spring Semesters.**

**Fall Semester:** Sept 29, Oct 13, Oct 31, Nov 15, Nov 30, Dec 15 and Dec 22

**Spring Semester:** Feb 15, Feb 29, Mar 8, Mar 28, Apr 15, Apr 30, May 15

**Summer Semester:** Jun 14, Jun 28, Jul 15, Jul 31, Aug 15, Aug 30

**Late start classes are paid after classes start**