

**PAYROLL-PERSONNEL SCHEDULE 2023-2024**

Pay Period Number	Pay Period Start Date (Saturday)	Pay Period End Date (Friday)	Employee Pay Date	Time Entry Opens 12:00 am	Time Entry Locked 10:00 am	Unlock Time Entry Adjustments 12:00 am	Close Time Entry 10:00 am
10	4/20/2024	5/3/2024	5/10/2024	4/20/2024	5/6/2024	5/10/2024	5/20/2024
11	5/4/2024	5/17/2024	5/24/2024	4/20/2024	5/20/2024	5/24/2024	6/3/2024
12	5/18/2024	5/31/2024	6/7/2024	5/4/2024	6/3/2024	6/7/2024	6/12/2024
13	6/1/2024	6/14/2024	6/21/2024	5/18/2024	6/12/2024	6/21/2024	6/27/2024
14	6/15/2024	6/28/2024	7/5/2024	6/1/2024	6/27/2024	7/5/2024	7/15/2024
15	6/29/2024	7/12/2024	7/19/2024	6/15/2024	7/15/2024	7/19/2024	7/29/2024
16	7/13/2024	7/26/2024	8/2/2024	6/29/2024	7/29/2024	8/2/2024	8/12/2024
17	7/27/2024	8/9/2024	8/16/2024	7/13/2024	8/12/2024	8/16/2024	8/26/2024
18	8/10/2024	8/23/2024	8/30/2024	7/27/2024	8/26/2024	8/30/2024	9/9/2024
19	8/24/2024	9/6/2024	9/13/2024	8/10/2024	9/9/2024	9/13/2024	9/23/2024
20	9/7/2024	9/20/2024	9/27/2024	8/24/2024	9/23/2024	9/27/2024	10/7/2024
21	9/21/2024	10/4/2024	10/11/2024	9/7/2024	10/7/2024	10/11/2024	10/21/2024
22	10/5/2024	10/18/2024	10/25/2024	9/21/2024	10/21/2024	10/25/2024	11/4/2024
23	10/19/2024	11/1/2024	11/8/2024	10/5/2024	11/4/2024	11/8/2024	11/18/2024
24	11/2/2024	11/15/2024	11/22/2024	10/19/2024	11/18/2024	11/22/2024	12/2/2024
25	11/16/2024	11/29/2024	12/6/2024	11/2/2024	12/2/2024	12/6/2024	12/16/2024
26	11/30/2024	12/13/2024	12/20/2024	11/16/2024	12/16/2024	12/20/2024	12/30/2024

*Time must be entered, submitted, and approved no later than **10:00 am** on Time Entry Locked due date indicated.*

All employee changes need to be entered into the system before time entry is locked on Monday at 10am. Please remember that all employee changes in Workday are date driven and can be made in advance and does not need to wait until the pay period they are changing in. *Please do not wait until Monday when the time entry is locked to have HR approve employee changes, HR can approve the changes weeks to months in advance.*

**PAY DATES ARE SUBJECT TO CHANGE PENDING PROPER AUTHORIZATION FROM THE AUDITOR-CONTROLLER/HUMAN RESOURCES DEPARTMENT.**