

The Campus Secretary or Department Head(s) that are responsible for Time Sheets, should have Time Sheets signed and dated by your employees by the due date below in order for the employees to be paid.

Time Clock corrections should be ready to go by that date no later than 12:00 P.M. on the due date.

Time Clock corrections received **AFTER** the due date will need to be reported to payroll asap and will be paid on the **FOLLOWING** payroll check.

DUE FOR CENTRAL OFFICE	PAY PERIOD DATES	PAY DATE	NOTES	PR
7/3/2023	6/18/2023 - 7/1/2023	7/13/2023		
7/17/2023	7/2/2023 - 7/15/2023	7/27/2023		
8/7/2023	7/16/2023 - 8/5/2023	8/15/2023		3 weeks
8/21/2023	8/6/2023 - 8/19/2023	8/30/2023		
9/5/2023	8/20/2023 - 9/2/2023	9/15/2023		
9/18/2023	9/3/2023 - 9/16/2023	9/29/2023		
10/2/2023	9/17/2023 - 9/30/2023	10/13/2023		
10/16/2023	10/1/2023 - 10/14/2023	10/27/2023		
11/6/2023	10/15/2023 - 11/4/2023	11/15/2023		3 weeks
11/27/2023	11/5/2023 - 11/18/2023	11/30/2023		
12/4/2023	11/19/2023 - 12/2/2023	12/15/2023		
12/18/2023	12/3/2023 - 12/16/2023	12/21/2023		
1/8/2024	12/17/2023 - 1/6/2024	1/12/2024		3 weeks
1/22/2024	1/7/2024 - 1/20/2024	1/30/2024		
2/5/2024	1/21/2024 - 2/3/2024	2/15/2024		
2/19/2024	2/4/2024 - 2/17/2024	2/29/2024		
3/4/2024	2/18/2024 - 3/2/2024	3/8/2024		
3/18/2024	3/3/2024 - 3/16/2024	3/28/2024		
4/2/2024	3/17/2024 - 3/30/2024	4/12/2024		
4/22/2024	3/31/2024 - 4/20/2024	4/30/2024		3 weeks
5/6/2024	4/21/2024 - 5/4/2024	5/15/2024		
5/20/2024	5/5/2024 - 5/18/2024	5/30/2024		
6/3/2024	5/19/2024 - 6/1/2024	6/13/2024		
6/17/2024	6/2/2024 - 6/15/2024	6/25/2024		
7/8/2024	6/16/2024 - 7/6/2024	7/11/2024	Tentative*	
7/22/2024	7/7/2024 - 7/20/2024	7/30/2024	Tentative*	
8/5/2024	7/21/2024 - 8/3/2024	8/15/2024	Tentative*	
8/26/2024	8/4/2024 - 8/24/2024	8/30/2024	Tentative*	

3/24/2023