

**FY2024 Salaried Timecards:**

Time records for salaried employees are due at the Payroll Office by the **FIRST** working day of the month following the pay period. Salaried time records are important for determining applicable overtime pay and for maintaining accurate vacation, sick, and other leave balances.

**Supervisors:**

It is your responsibility to ensure that your employees' timecards are **submitted and approved by the Time Entry Due Date** as noted in the schedule below. Timecards not approved by the due date will result in inaccurate overtime calculations and incorrect leave balances.

**Monthly Timecard Deadlines and Payroll Schedule**

Period Start Date	Pay Period End Date	Time Entry Due Date	Payday
9/1/2023	9/30/2023	10/2/2023	10/2/2023
10/1/2023	10/31/2023	11/1/2023	11/1/2023
11/1/2023	11/30/2023	12/1/2023	12/1/2023
12/1/2023	12/31/2023	1/2/2024	1/2/2024
1/1/2024	1/31/2024	2/1/2024	2/1/2024
2/1/2024	2/29/2024	3/1/2024	3/1/2024
3/1/2024	3/31/2024	4/1/2024	4/1/2024
4/1/2024	4/30/2024	5/1/2024	5/1/2024
5/1/2024	5/31/2024	6/3/2024	6/3/2024
6/1/2024	6/30/2024	7/1/2024	7/1/2024
7/1/2024	7/31/2024	8/1/2024	8/1/2024
8/1/2024	8/31/2024	9/3/2024	9/3/2024