

## 2023-2024 Payroll Calendar

Pay Period	Pay Date	Lag Period Start	Lag Period End	PtD Period Start	PtD Period End	Employee Time Entry Deadline <b>*4:00PM*</b>	Approval Period	
	Friday unless otherwise noted	Lag Payroll		Paid to Date Payroll			BEGIN DATE	End Date
1	7/14/2023	6/18/2023	7/1/2023	7/2/2023	7/15/2023	6/29/2023 ( R )	6/30/2023 ( F )	7/3/2023 ( M )
2	7/28/2023	7/2/2023	7/15/2023	7/16/2023	7/29/2023	7/14/2023	7/17/2023	7/18/2023
3	8/11/2023	7/16/2023	7/29/2023	7/30/2023	8/12/2023	7/28/2023	7/31/2023	8/1/2023
4	8/25/2023	7/30/2023	8/12/2023	8/13/2023	8/26/2023	8/11/2023	8/14/2023	8/15/2023
5	9/8/2023	8/13/2023	8/26/2023	8/27/2023	9/9/2023	8/25/2023	8/28/2023	8/29/2023
6	9/22/2023	8/27/2023	9/9/2023	9/10/2023	9/23/2023	9/8/2023	9/11/2023	9/12/2023
7	10/6/2023	9/10/2023	9/23/2023	9/24/2023	10/7/2023	9/22/2023	9/25/2023	9/26/2023
8	10/20/2023	9/24/2023	10/7/2023	10/8/2023	10/21/2023	10/5/2023 ( R )	10/6/2023 ( F )	10/10/2023
9	11/3/2023	10/8/2023	10/21/2023	10/22/2023	11/4/2023	10/20/2023	10/23/2023	10/24/2023
10	11/17/2023	10/22/2023	11/4/2023	11/5/2023	11/18/2023	11/3/2023	11/6/2023	11/7/2023
11	12/1/2023	11/5/2023	11/18/2023	11/19/2023	12/2/2023	11/15/2023 ( W )	11/16/2023 ( R )	11/17/2023 ( F )
12	12/15/2023	11/19/2023	12/2/2023	12/3/2023	12/16/2023	12/1/2023	12/4/2023	12/5/2023
13	12/29/2023	12/3/2023	12/16/2023	12/17/2023	12/30/2023	12/14/2023 ( R )	12/15/2023 ( F )	12/18/2023 ( M )
14	1/12/2024	12/17/2023	12/30/2023	12/31/2023	1/13/2024	12/28/2023 ( R )	12/29/2023 ( F )	1/2/2024
15	1/26/2024	12/31/2023	1/13/2024	1/14/2024	1/27/2024	1/11/2024 ( R )	1/12/2024 ( F )	1/16/2024
16	2/9/2024	1/14/2024	1/27/2024	1/28/2024	2/10/2024	1/26/2024	1/29/2024	1/30/2024
17	2/23/2024	1/28/2024	2/10/2024	2/11/2024	2/24/2024	2/9/2024	2/12/2024	2/13/2024
18	3/8/2024	2/11/2024	2/24/2024	2/25/2024	3/9/2024	2/23/2024	2/26/2024	2/27/2024
19	3/22/2024	2/25/2024	3/9/2024	3/10/2024	3/23/2024	3/8/2024	3/11/2024	3/12/2024
20	4/5/2024	3/10/2024	3/23/2024	3/24/2024	4/6/2024	3/22/2024	3/25/2024	3/26/2024
21	4/19/2024	3/24/2024	4/6/2024	4/7/2024	4/20/2024	4/5/2024	4/8/2024	4/9/2024
22	5/3/2024	4/7/2024	4/20/2024	4/21/2024	5/4/2024	4/19/2024	4/22/2024	4/23/2024
23	5/17/2024	4/21/2024	5/4/2024	5/5/2024	5/18/2024	5/3/2024	5/6/2024	5/7/2024
24	5/31/2024	5/5/2024	5/18/2024	5/19/2024	6/1/2024	5/17/2024	5/20/2024	5/21/2024
25	6/14/2024	5/19/2024	6/1/2024	6/2/2024	6/15/2024	5/31/2024	6/3/2024	6/4/2024
26	6/28/2024	6/2/2024	6/15/2024	6/16/2024	6/29/2024	6/14/2024	6/17/2024	6/18/2024

**\*Employee Time Entry Deadline:** We strongly recommend employees enter their time as early as possible so the Timekeeper and/or Additional Approver can review the payroll for accuracy and completeness.

**Other Pay Requests:** Other pay requests include but are not limited to: Direct deposit set up/cancellations, 403(b) SRA's (submitted to the OMNI Group), 457plan deduction (submitted to NYSDCP), Tuition Reimbursement, Federal and/or State tax withholding, Vacation Cash in and Stipends.