

2024 Payroll Cutoff Deadlines

Please Note: The payroll deadline to approve all time/leave in Workday & AiM and submit paperwork is 11:00 AM on the cutoff date. All late time/leave and paperwork submitted after 11:00 AM will be processed the following pay period.

Pay Periods	Cutoff Date	Pay Day
12/16/2023 - 12/31/2023	1/2/2024	1/10/2024
1/1/2024 - 1/15/2024	1/16/2024	1/25/2024
1/16/2024 - 1/31/2024	2/1/2024	2/9/2024
2/1/2024 - 2/15/2024	2/16/2024	2/26/2024
2/16/2024 - 2/29/2024	3/1/2024	3/11/2024
3/1/2024 - 3/15/2024	*3/15/2024	3/25/2024
3/16/2024 - 3/31/2024	4/1/2024	4/10/2024
4/1/2024 - 4/15/2024	4/16/2024	4/25/2024
4/16/2024 - 4/30/2024	5/1/2024	5/10/2024
5/1/2024 - 5/15/2024	5/16/2024	5/24/2024
5/16/2024 - 5/31/2024	*5/31/2024	6/10/2024
6/1/2024 - 6/15/2024	6/17/2024	6/25/2024
6/16/2024 - 6/30/2024	7/1/2024	7/10/2024
7/1/2024 - 7/15/2024	7/16/2024	7/25/2024
7/16/2024 - 7/31/2024	8/1/2024	8/9/2024
8/1/2024 - 8/15/2024	8/16/2024	8/26/2024
8/16/2024 - 8/31/2024	*8/30/2024	9/10/2024
9/1/2024 - 9/15/2024	9/16/2024	9/25/2024
9/16/2024 - 9/30/2024	10/1/2024	10/10/2024
10/1/2024 - 10/15/2024	10/16/2024	10/25/2024
10/16/2024 - 10/31/2024	11/1/2024	11/8/2024
11/1/2024 - 11/15/2024	*11/15/2024	11/25/2024
11/16/2024 - 11/30/2024	12/2/2024	12/10/2024
12/1/2024 - 12/15/2024	12/16/2024	12/24/2024
12/16/2024 - 12/31/2024	1/2/2025	1/10/2025

* Close of business on 3/15/2024, 5/31/2024, 8/30/2024 and 11/15/2024 are the cutoff deadlines