

# 2024



## University Payroll Schedule

# 2024 Payroll Schedule

### Legend

#### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

#### Monthly

-  Monthly Payday
-  Payroll Complete

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1 New Year's Day USC Holiday	2	3 ①	4 ②	5 Approval Deadline 6am ▲	6
7	8 Spring Semester Classes Begin ★	9	10 \$ BW01	11	12	13
14	15 Martin Luther King Jr. Day USC Holiday	16	17 ②	18 ③	19 Approval Deadline 6am ▲	20
21	22 ★	23	24 \$ BW02	25	26 \$ ● \$ MO01	27
28	29	30	31 ③			

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13 \$	14	15	16
17	18	19	20	21	22 \$	23
24	25	26	27 \$	28	29	30
31						

# JANUARY 2024

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
4	5	6	7 \$	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21 \$	22	23	24
25	26 \$	27	28	29		

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 Approval Deadline 6am ▲	3
4	5 ★	6	7 \$ BW03	8	9	10
11	12	13	14	15	16 Approval Deadline 6am ▲	17
18	19 Presidents' Day USC Holiday	20	21 \$ BW04	22	23	24
25	26 \$ ● \$ MO02	27	28	29		

## Legend

### Biweekly

- \$ Biweekly Payday
- Pay Period Begins
- ⬢ Pay Period Ends
- ★ Payroll Complete
- ▲ Approvers must approve & submit time reports

### Monthly

- \$ ● \$ Monthly Payday
- ★ Payroll Complete

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# FEBRUARY 2024

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Approval Deadline 6am ▲	2
3	4 ★5	5	6 \$ BW05	7	8	9
10 Daylight Saving Time Begins "Spring Forward"	11	12	13 6	14 7	15 Approval Deadline 6am ▲	16
17	18 ★6	19	20 \$ BW06	21 ★3	22	23
24 31	25	26 \$ \$ \$ MO03	27 7	28 8	29 Approval Deadline 6am ▲	30

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	
4	5	6	7 \$	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21 \$	22	23	24
25	26 \$	27	28	29		

# MARCH 2024

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10 \$	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24 \$	25	26 \$	27
28	29	30				

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1 ★	2	3 \$ BW07	4	5	6
7	8	9	10 8	11 9	12 Approval Deadline 6am ▲	13
14	15 ★ 8	16	17 \$ BW08	18	19	20
21	22 ★ 4	23	24 9	25 10	26 Spring Semester Classes End Approval Deadline 6am ▲ MO04	27
28	29 ★ 9	30				

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6 \$	7	8	9
10	11	12	13	14	15	16
17	18	19	20 \$	21	22	23
24	25	26 \$	27	28	29	30
31						

# APRIL 2024

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	4
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22	23	24 \$	25
26	27	28	29 \$	30	31	

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$ BW09	2	3	4
5	6	7	8 10	9 11	10 Approval Deadline 6am ▲ Commencement	11
12	13 ★ 10	14	15 \$ Summer Semester Classes Begin BW10	16	17	18
19	20 ★ 5	21	22 11	23 12	24 Approval Deadline 6am ▲ MO05 ★	25
26	27 Memorial Day USC Holiday	28	29 \$ BW11	30	31	

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 \$	4	5	6	
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 ★	27
28	29	30				

# MAY 2024

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12 \$	13	14	15
16	17	18	19	20	21	22
23	24	25	26 \$	27	28	29
30						

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 \$ BW12	13	14	15
16	17	18	19 Juneteenth Bank Holiday	20	21	22
23	24	25	26 \$ \$ MO06 BW13	27	28	29
30						

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	4
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22	23	24 \$	25
26	27	28	29 \$	30	31	

## JUNE 2024

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24 \$	25	26 \$	27
28	29	30	31			

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 Independence Day USC Holiday	5 Independence Day USC Holiday	6
7	8	9	10 \$ BW14	11	12	13
14	15	16	17	18	19 Approval Deadline 6am	20
21	22	23	24 \$ BW15	25	26 \$ \$ MO07	27
28	29	30	31			

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 \$	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	29
30						

## JULY 2024

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
4	5	6	7 \$	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21 \$	22	23	24
25	26 \$	27	28	29	30	31



# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
				17	Approval Deadline 6am ▲	
4	5	6	7	8	9	10
	★ <sup>16</sup>	Summer Semester Classes End	\$ BW16			
11	12	13	14	15	16	17
			17	18	Approval Deadline 6am ▲	
18	19	20	21	22	23	24
	★ <sup>17</sup>		\$ BW17	8		
25	26	27	28	29	30	31
	Fall Semester Classes Begin		18	19	★ <sup>18</sup> Approval Deadline 6am ▲	
	MO08					

## Legend

### Biweekly

- \$ Biweekly Payday
- Pay Period Begins
- Pay Period Ends
- ★ Payroll Complete
- ▲ Approvers must approve & submit time reports

### Monthly

- ☛ Monthly Payday
- ★ Payroll Complete

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# AUGUST 2024

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Labor Day USC Holiday	3	4 \$ BW18	5	6	7
8	9	10	11 19	12 20	13 Approval Deadline 6am ▲	14
15	16 ★ 19	17	18 \$ BW19	19	20	21
22	23 ★ 9	24	25 20	26 \$ ● \$ MO09 21	27 Approval Deadline 6am ▲	28
29	30 ★ 20					

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

### AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 \$	8	9	10
11	12	13	14	15	16	17
18	19	20	21 \$	22	23	24
25	26 🇯🇵	27	28	29	30	31

# SEPTEMBER 2024

### OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 🇯🇵	26
27	28	29	30 \$	31		

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$ BW20	3	4	5
6	7	8	9 21	10 22	11 21 Approval Deadline 6am ▲	12
13	14 Columbus Day Bank Holiday	15	16 \$ BW21	17	18	19
20	21 10	22	23 22	24 23	25 MO10 Approval Deadline 6am ▲	26
27	28 22	29	30 \$ BW22	31		

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# OCTOBER 2024

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3 Daylight Saving Time Ends "Fall Back"	4	5	6 23	7 24	8 23 Approval Deadline 6am ▲	9
10	11 Veterans Day Bank Holiday	12	13 \$ BW23	14	15	16
17	18	19	20 24	21 25	22 Approval Deadline 6am ▲	23
24	25 ★	26 \$ MO11	27 \$ BW24	28 Thanksgiving USC Holiday	29 Thanksgiving USC Holiday	30

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 \$	26
27	28	29	30 \$	31		

# NOVEMBER 2024

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24 \$	25	26	27	28
29	30	31				

# 2024 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 25	5 26	6 Approval Deadline 6am ▲ Fall Semester Classes End	7
8	9 ★ 25	10	11 \$ BW25	12	13	14
15	16	17	18 26	19 ★ 12	20 Approval Deadline 6am ▲ ★ 26	21
22	23	24 \$ MO12 BW26	25 Christmas Day USC Holiday	26 Winter Recess	27 Winter Recess	28
29	30 Winter Recess	31 Winter Recess				

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6	7	8	9
10	11	12	13 \$	14	15	16
17	18	19	20	21	22	23
24	25	26 \$	27 \$	28	29	30

# DECEMBER 2024

## JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 \$	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28	29	30	31	