School Year 23/24	Timesheet Submission Deadline	Approver Deadline	Pay Date	
September, 2023	09/19/2023-3:00 PM	09/21/2023-3:00 PM	09/29/2023	
October, 2023	10/17/2023-3:00 PM	10/19/2023-3:00 PM	10/31/2023	
November, 2023	11/16/2023-3:00 PM	11/17/2023-3:00 PM	11/30/2023	**
December, 2023	12/14/2023-3:00 PM	12/15/2023-3:00 PM	12/22/2023	**
January, 2024	01/18/2024-3:00 PM	01/22/2024-3:00 PM	01/31/2024	
February, 2024	02/15/2024-3:00 PM	02/19/2024-3:00 PM	02/29/2024	
March, 2024	03/14/2024-3:00 PM	03/15/2024-3:00 PM	03/29/2024	**
April, 2024	04/18/2024-3:00 PM	04/22/2024-3:00 PM	04/30/2024	
May, 2024	05/20/2024-3:00 PM	05/22/2024-3:00 PM	05/31/2024	
June, 2024	06/17/2024-3:00 PM	06/20/2024-3:00 PM	06/28/2024	
July, 2024	07/18/2024-3:00 PM	07/22/2024-3:00 PM	07/31/2024	
August, 2024	08/19/2024-3:00 PM	08/21/2024-3:00 PM	08/30/2024	

** Approval deadlines are expedited in order to process payroll in time with upcoming holidays
Please note there will only be one additional day instead of two to approve time sheets

Please mark these important deadlines on your calendar. Missed deadlines may result in paychecks being delayed

Please see the following Holidays and College Closed days to consider when entering or approving time

Holidays
Monday, September 4th - Labor Day
Friday, November 10th - Veterans' Day
Thursday, November 23rd - Friday, November 24th - Thanksgiving
Monday, December 25th - Tuesday, December 26th - Christmas
Monday, January 1st - New Year's Day
Monday, January 15th - Martin Luther King Jr Day
Monday, May 27th - Memorial Day
Wednesday, June 19th - Juneteenth
Thursday, July 4th - Independence Day

College Closed
Wednesday, December 27th - Friday, December 29th - Christmas Break
Thursday, March 21st - Friday, March 22nd - Spring Break