



** Schedule for 2024 **

Financial Services

SUBMISSION DEADLINES FOR STAFFING, C/S CONTRACTS, D/E TUTOR FORMS & TIMESHEETS

Submit EPAFs to People Services on a regular basis

Submit Staffing / CS Instructor Contracts / EPAF's to PS **well in advance** of Employee's start date to avoid delays in pay

Pay Date	Pay #	DUE in People Services	DUE in Payroll	Timesheet Dates
		STAFFING (EPAF & Paper)	Timesheets	
12-Jan-2024	401	Friday, December 22, 2023	Thursday, January 4, 2024	24-Dec-23 to 6-Jan-24
26-Jan-2024	402	Friday, January 5, 2024	Thursday, January 18, 2024	7-Jan-24 to 20-Jan-24
9-Feb-2024	403	Friday, January 19, 2024	Thursday, February 1, 2024	21-Jan-24 to 3-Feb-24
23-Feb-2024	404	Thursday, February 1, 2024	Wednesday, February 14, 2024	4-Feb-24 to 17-Feb-24
8-Mar-2024	405	Friday, February 16, 2024	Thursday, February 29, 2024	18-Feb-24 to 2-Mar-24
22-Mar-2024	406	Friday, March 1, 2024	Thursday, March 14, 2024	3-Mar-24 to 16-Mar-24
5-Apr-2024	407	Thursday, March 14, 2024	Wednesday, March 27, 2024	17-Mar-24 to 30-Mar-24
19-Apr-2024	408	Friday, March 29, 2024	Thursday, April 11, 2024	31-Mar-24 to 13-Apr-24
3-May-2024	409	Friday, April 12, 2024	Thursday, April 25, 2024	14-Apr-24 to 27-Apr-24
17-May-2024	410	Friday, April 26, 2024	Thursday, May 9, 2024	28-Apr-24 to 11-May-24
31-May-2024	411	Friday, May 10, 2024	Thursday, May 23, 2024	12-May-24 to 25-May-24
14-Jun-2024	412	Friday, May 24, 2024	Thursday, June 6, 2024	26-May-24 to 8-Jun-24
28-Jun-2024	413	Friday, June 7, 2024	Thursday, June 20, 2024	9-Jun-24 to 22-Jun-24
12-Jul-2024	414	Friday, June 21, 2024	Thursday, July 4, 2024	23-Jun-24 to 6-Jul-24
26-Jul-2024	415	Friday, July 5, 2024	Thursday, July 18, 2024	7-Jul-24 to 20-Jul-24
9-Aug-2024	416	Thursday, July 18, 2024	Wednesday, July 31, 2024	21-Jul-24 to 3-Aug-24
23-Aug-2024	417	Friday, August 2, 2024	Thursday, August 15, 2024	4-Aug-24 to 17-Aug-24
6-Sep-2024	418	Thursday, August 15, 2024	Wednesday, August 28, 2024	18-Aug-24 to 31-Aug-24
20-Sep-2024	419	Friday, August 30, 2024	Thursday, September 12, 2024	1-Sep-24 to 14-Sep-24
4-Oct-2024	420	Thursday, September 12, 2024	Wednesday, September 25, 2024	15-Sep-24 to 28-Sep-24
18-Oct-2024	421	Thursday, September 26, 2024	Wednesday, October 9, 2024	29-Sep-24 to 12-Oct-24
1-Nov-2024	422	Friday, October 11, 2024	Thursday, October 24, 2024	13-Oct-24 to 26-Oct-24
15-Nov-2024	423	Thursday, October 24, 2024	Wednesday, November 6, 2024	27-Oct-24 to 9-Nov-24
29-Nov-2024	424	Friday, November 8, 2024	Thursday, November 21, 2024	10-Nov-24 to 23-Nov-24
13-Dec-2024	425	Friday, November 22, 2024	Thursday, December 5, 2024	24-Nov-24 to 7-Dec-24
27-Dec-2024	426	Thursday, November 28, 2024	Friday, December 13, 2024	8-Dec-24 to 21-Dec-24

Questions? Contact Payroll