



2023-2024 PAYROLL DEADLINES FOR TIMESHEETS CODED: UUP-HRY, CLS-HRYA, & CLS-HRY

<u>Pay Period</u>	<u>Pay Period Begin Wednesday</u>	<u>Pay Period End Tuesday</u>	<u>Timesheet Due</u>	<u>IF EARLY DUE 9:00AM</u>	<u>Check Date</u>
11	8/16/2023	8/29/2023	8/29/2023	9:00 AM	9/13/2023
12	8/30/2023	9/12/2023	9/12/2023	12:00 NOON	9/27/2023
13	9/13/2023	9/26/2023	9/26/2023	12:00 NOON	10/11/2023
14	9/27/2023	10/10/2023	10/10/2023	12:00 NOON	10/25/2023
15	10/11/2023	10/24/2023	10/24/2023	12:00 NOON	11/8/2023
16	10/25/2023	11/7/2023	11/7/2023	9:00 AM	11/22/2023
17	11/8/2023	11/21/2023	11/21/2023	9:00 AM	12/6/2023
18	11/22/2023	12/5/2023	12/5/2023	12:00 NOON	12/20/2023
19	12/6/2023	12/19/2023	12/15/2023	NO LATER THAN 12:00 NOON*	1/3/2024
20	12/20/2023	1/2/2024	1/2/2024	9:00 AM	1/17/2024
21	1/3/2024	1/16/2024	1/16/2024	12:00 NOON	1/31/2024
22	1/17/2024	1/30/2024	1/30/2024	12:00 NOON	2/14/2024
23	1/31/2024	2/13/2024	2/13/2024	9:00 AM	2/28/2024
24	2/14/2024	2/27/2024	2/27/2024	12:00 NOON	3/13/2024
25	2/28/2024	3/12/2024	3/12/2024	12:00 NOON	3/27/2024
26	3/13/2024	3/26/2024	3/26/2024	9:00 AM	4/10/2024
1	3/27/2024	4/9/2024	4/9/2024	9:00 AM	4/24/2024
2	4/10/2024	4/23/2024	4/23/2024	12:00 NOON	5/8/2024
3	4/24/2024	5/7/2024	5/7/2024	12:00 NOON	5/22/2024
4	5/8/2024	5/21/2024	5/21/2024	12:00 NOON	6/5/2024
5	5/22/2024	6/4/2024	6/4/2024	12:00 NOON	6/19/2024
6	6/5/2024	6/18/2024	6/18/2024	9:00 AM	7/3/2024
7	6/19/2024	7/2/2024	7/2/2024	12:00 NOON	7/17/2024
8	7/3/2024	7/16/2024	7/16/2024	12:00 NOON	7/31/2024
9	7/17/2024	7/30/2024	7/30/2024	12:00 NOON	8/14/2024
10	7/31/2024	8/13/2024	8/13/2024	12:00 NOON	8/28/2024

* Timesheets due in AD-244 NO LATER THAN 12 Noon due to the early holiday deadlines. Please anticipate hours worked between 12/16-12/19/2023. Changes to hours submitted may be made in the following pay period by submitting a REVISED timesheet. You may continue to email your hourly timesheets to Laura Murphy at lmurphy@binghamton.edu, or you can hand deliver them to our office in the Couper Administration Building, Room 244.