

**Academic Year
2023 - 2024**

Time worked for Temporary, Student, Associate Faculty Counselors/Librarians and Extra/OT hours for Permanent Staff Pay Schedule				
For hours worked in the month of	Employees should ensure time entered in Workday is submitted by end of day	Supervisors must have approved hours in Workday prior to end of day on	Locked out of Workday on these dates.	To ensure payment on Pay Day
July	8/8/2023	8/10/2023	8/15/2023-8/18/2023	August 31, 2023
August	9/5/2023	9/7/2023	9/12/2023-9/15/2023	September 29, 2023
September	10/9/2023	10/11/2023	10/16/2022-10/19/2023	October 31, 2023
October	11/6/2023	11/8/2023	11/14/2023-11/17/2023	November 30, 2023
November	12/5/2023	12/7/2023	12/12/2023-12/15/2023	December 22, 2023
December	1/8/2024	1/10/2024	01/16/2024-1/19/2024	January 31, 2024
January	2/5/2024	2/7/2024	2/12/2024-2/15/2024	February 29, 2024
February	3/5/2024	3/7/2024	03/12/2024-03/15/2024	March 29, 2024
March	4/8/2024	4/10/2024	04/15/2024-04/18/2024	April 30, 2024
April	5/7/2024	5/9/2024	05/14/2024-05/17/2024	May 31, 2024
May	6/4/2024	6/6/2024	06/11/2024-6/14/2024	June 28, 2024
June	7/9/2024	7/11/2024	7/16/2024-7/19/2024	July 31, 2024

Please be aware that the dates listed are optimal to ensure that your hours are captured for timely payment.

Faculty, Associate Faculty, Administrators and Permanent Staff Monthly Pay Schedule				
For hours worked in the month of	Employees should ensure time entered in Workday is submitted by end of day	Supervisors must have approved hours in Workday prior to end of day on	Locked out of Workday on these dates.	To ensure payment on Pay Day
July	7/5/2023	7/7/2023	7/17/2023-7/20/2023	July 31, 2023
August	8/8/2023	8/10/2023	8/15/2023-8/18/2023	August 31, 2023
September	9/5/2023	9/7/2023	9/12/2023-9/15/2023	September 29, 2023
October	10/9/2023	10/11/2023	10/16/2022-10/19/2023	October 31, 2023
November	11/6/2023	11/8/2023	11/14/2023-11/17/2023	November 30, 2023
December	12/5/2023	12/7/2023	12/12/2023-12/15/2023	December 22, 2023
January	1/8/2024	1/10/2024	01/16/2024-1/19/2024	January 31, 2024
February	2/5/2024	2/7/2024	2/12/2024-2/15/2024	February 29, 2024
March	3/5/2024	3/7/2024	03/12/2024-03/15/2024	March 29, 2024
April	4/8/2024	4/10/2024	04/15/2024-04/18/2024	April 30, 2024
May	5/7/2024	5/9/2024	05/14/2024-05/17/2024	May 31, 2024
June	6/4/2024	6/6/2024	06/11/2024-6/14/2024	June 28, 2024

Please note that instructional hours assigned through SURF are **NOT** entered in Workday. Instructional LHE and Overload are paid September - December and February - May. Any additional time entry not submitted or approved in Workday prior to the supervisor approval date will be paid the following month.