

2024 Monthly Payroll Calendar

Detailed Deadlines Schedule

| MN Payroll | Work Period Start Date | Work Period End Date | Deadline to submit form for initial HR review | Department must have received final HR approval by deadline below for action to be included in current payroll | Deadlines for New Hires Start Date | *Deadline for submission of deduction, direct deposit, and tax changes to Payroll* | Pay Date |
|------------|------------------------|----------------------|---|--|------------------------------------|--|------------|
| 1 | 1/1/2024 | 1/31/2024 | 12/19/2023 | 1/6/2023 | 1/15/2023 | 1/15/2023 | 1/31/2024 |
| 2 | 2/1/2024 | 2/28/2024 | 1/24/2024 | 2/6/2023 | 2/13/2023 | 2/13/2023 | 2/29/2024 |
| 3 | 3/1/2024 | 3/31/2024 | 2/22/2024 | 3/8/2023 | 3/15/2023 | 3/15/2023 | 3/28/2024 |
| 4 | 4/1/2024 | 4/30/2024 | 3/25/2024 | 4/7/2023 | 4/14/2023 | 4/14/2023 | 4/30/2024 |
| 5 | 5/1/2024 | 5/31/2024 | 4/23/2024 | 5/8/2023 | 5/15/2023 | 5/15/2023 | 5/31/2024 |
| 6 | 6/1/2024 | 6/30/2024 | 5/24/2024 | 6/7/2023 | 6/14/2023 | 6/14/2023 | 6/28/2024 |
| 7 | 7/1/2024 | 7/31/2024 | 6/24/2024 | 7/7/2023 | 7/14/2023 | 7/14/2023 | 7/31/2024 |
| 8 | 8/1/2024 | 8/31/2024 | 7/24/2024 | 8/8/2023 | 8/15/2023 | 8/15/2023 | 8/30/2024 |
| 9 | 9/1/2024 | 9/30/2024 | 8/26/2024 | 9/8/2023 | 9/15/2023 | 9/15/2023 | 9/30/2024 |
| 10 | 10/1/2024 | 10/31/2024 | 9/23/2024 | 10/9/2023 | 10/15/2023 | 10/15/2023 | 10/31/2024 |
| 11 | 11/1/2024 | 11/30/2024 | 10/24/2024 | 11/2/2023 | 11/9/2023 | 11/9/2023 | 11/27/2024 |
| 12 | 12/1/2024 | 12/31/2024 | 11/22/2024 | 11/29/2023 | 12/6/2023 | 12/6/2023 | 12/20/2024 |

*If properly completed tax forms are not received by the deadline, for new employees the tax status will default to Single with No Adjustments for Federal, and Single Zero for State. If a properly completed direct deposit form with acceptable backup documentation is not received by the deadline, the employee is allowed one paper check to allow time for direct deposit setup. All future paychecks must be direct deposit per UNCOSA's Direct Deposit Policy #312 <https://www.uncsa.edu/mysa/policy-manual/300-business-administration-finance/312-direct-deposit.aspx>

Any tax and direct deposit forms received after the deadline will be effective in the next payroll cycle.*