

### Workday Period Schedule - Bi-Weekly Salaried Jobs

This bi-weekly pay schedule should be used when processing payments to Academic, Executive, Management, Professional and Excluded staff only.

\*\* When long weekends and Summer Friday's are in effect, time tracking lock and deadline dates must be advanced by the corresponding number of days.

Pay Period Start Date	Pay Period End Date	Time Tracking Entry Open Date for this pay period <sup>1</sup>	Time Tracking Entry Lock Date for this pay period <sup>2</sup>	Deadline Date Approved/Completed Business Process <sup>3</sup> Requests that impact Payroll	Pay Period Payment Date	Pay Period ID	Comment
31-Dec-2023	13-Jan-2024	26-Dec-2023	4-Jan-2024	4-Jan-2024	Friday, January 12, 2024	B0-01	
14-Jan-2024	27-Jan-2024	9-Jan-2024	18-Jan-2024	18-Jan-2024	Friday, January 26, 2024	B0-02	
28-Jan-2024	10-Feb-2024	23-Jan-2024	1-Feb-2024	1-Feb-2024	Friday, February 09, 2024	B0-03	
11-Feb-2024	24-Feb-2024	6-Feb-2024	15-Feb-2024	15-Feb-2024	Friday, February 23, 2024	B0-04	
25-Feb-2024	9-Mar-2024	20-Feb-2024	29-Feb-2024	29-Feb-2024	Friday, March 08, 2024	B0-05	
10-Mar-2024	23-Mar-2024	5-Mar-2024	14-Mar-2024	14-Mar-2024	Friday, March 22, 2024	B0-06	
24-Mar-2024	6-Apr-2024	19-Mar-2024	26-Mar-2024	26-Mar-2024	Friday, April 5, 2024	B0-07	Note: Lock and deadline dates advanced due to Statutory Holiday
7-Apr-2024	20-Apr-2024	2-Apr-2024	11-Apr-2024	11-Apr-2024	Friday, April 19, 2024	B0-08	
21-Apr-2024	4-May-2024	16-Apr-2024	25-Apr-2024	25-Apr-2024	Friday, May 3, 2024	B0-09	
5-May-2024	18-May-2024	30-Apr-2024	9-May-2024	9-May-2024	Friday, May 17, 2024	B0-10	
19-May-2024	1-Jun-2024	14-May-2024	23-May-2024	23-May-2024	Friday, May 31, 2024	B0-11	
2-Jun-2024	15-Jun-2024	28-May-2024	6-Jun-2024	6-Jun-2024	Friday, June 14, 2024	B0-12	
16-Jun-2024	29-Jun-2024	11-Jun-2024	19-Jun-2024	19-Jun-2024	Friday, June 28, 2024	B0-13	Note: Lock and deadline dates advanced due to Statutory Holiday
30-Jun-2024	13-Jul-2024	25-Jun-2024	3-Jul-2024	3-Jul-2024	Friday, July 12, 2024	B0-14	
14-Jul-2024	27-Jul-2024	9-Jul-2024	17-Jul-2024	17-Jul-2024	Friday, July 26, 2024	B0-15	
28-Jul-2024	10-Aug-2024	23-Jul-2024	31-Jul-2024	31-Jul-2024	Friday, August 09, 2024	B0-16	
11-Aug-2024	24-Aug-2024	6-Aug-2024	14-Aug-2024	14-Aug-2024	Friday, August 23, 2024	B0-17	
25-Aug-2024	7-Sep-2024	20-Aug-2024	28-Aug-2024	28-Aug-2024	Friday, September 6, 2024	B0-18	Note: Lock and deadline dates advanced due to Statutory Holiday
8-Sep-2024	21-Sep-2024	3-Sep-2024	12-Sep-2024	12-Sep-2024	Friday, September 20, 2024	B0-19	
22-Sep-2024	5-Oct-2024	17-Sep-2024	26-Sep-2024	26-Sep-2024	Friday, October 4, 2024	B0-20	
6-Oct-2024	19-Oct-2024	1-Oct-2024	9-Oct-2024	9-Oct-2024	Friday, October 18, 2024	B0-21	Note: Lock and deadline dates advanced due to Statutory Holiday
20-Oct-2024	2-Nov-2024	15-Oct-2024	24-Oct-2024	24-Oct-2024	Friday, November 1, 2024	B0-22	
3-Nov-2024	16-Nov-2024	29-Oct-2024	7-Nov-2024	7-Nov-2024	Friday, November 15, 2024	B0-23	
17-Nov-2024	30-Nov-2024	12-Nov-2024	21-Nov-2024	21-Nov-2024	Friday, November 29, 2024	B0-24	
1-Dec-2024	14-Dec-2024	26-Nov-2024	3-Dec-2024	3-Dec-2024	Friday, December 13, 2024	B0-25	Note: Lock and deadline dates advanced due to Statutory Holiday
15-Dec-2024	28-Dec-2024	10-Dec-2024	15-Dec-2024	15-Dec-2024	Friday, December 27, 2024	B0-26	Note: Lock and deadline dates advanced due to Statutory Holiday

<sup>1</sup> Time Tracking Entry opens at midnight

<sup>2</sup> Time Tracking Entry locks at end of day (11:59 pm) and prohibits further entry for the given pay period.

<sup>3</sup> Includes approved hires, terminations, costing allocation changes, leaves of absence, compensation changes, one-time payments etc.