UNIVERSITY PERSONNEL 408-924-2250

SCHEDULE OF 2024 PAY PERIODS, HOLIDAYS, AND PAYDAYS					
PAY PERIOD	INCLUSIVE DATES	HOURLY STUDENT TIME ENTRY DEADLINE	2024 PAYDAYS <sup>1</sup>		
January	Jan 01 – Jan 30	Jan 30	Thursday	Feb 15	
February	Jan 31 – Feb 29	Feb 29	Friday	Mar 15	
March	Mar 01 – Mar 31	Mar 31	Monday	Apr 15	
April	Apr 01 – Apr 30	Apr 30	Wednesday	May 15	
Мау	May 01 - May 30	May 30	Friday	Jun 14	
June	May 31 – Jun 30	Jun 30	Monday	Jul 15	
July	Jul 01 – Jul 30	Jul 30	Thursday	Aug 15	
August	Jul 31 – Aug 29	Aug 29	Monday	Sept 16	
September	Aug 30 – Sep 30	Sep 30	Tuesday	Oct 15	
October	Oct 01 – Oct 30	Oct 30	Friday	Nov 15	
November	Oct 31 – Nov 30	Nov 30	Monday	Dec 16	
December	Dec 01 – Dec 31	Dec 31	Wednesday	Jan 15	

HOLIDAY	CAMPUS OPEN <sup>2</sup>	HOLIDAY OBSERVED	
Lincoln's Birthday	February 12, 2024	November 29, 2024	
Washington's Birthday	February 19, 2024	December 26, 2024	
Admission Day	September 09, 2024	December 27, 2024	
Columbus Day	October 14, 2024	December 30, 2024	

All hours must be entered by midnight on the last day of the pay period.

<sup>&</sup>lt;sup>1</sup> Check with your department for specific disbursement procedures.

<sup>&</sup>lt;sup>2</sup> Observance of the holidays listed will change from the official date under "Campus Open" to the date shown under "Holiday Observed."

<sup>2024</sup> Hourly and Mid Month Payroll Calendar 11/13/2023