Pay Date	HR must be in receipt of all Dataforms & E-mail affecting appointments by Noon	Department Appointment Entry Access to HRER 10:00 pm	Period for Time Reporting		All Time Entry 10am
21-Dec-23	December 14	December 14	December 01	- December 14	December 15
4-Jan-24	** December 20	December 20	December 15	- December 28	December 21
18-Jan-24	January 11	January 11	December 29	- January 11	January 12
1-Feb-24	January 25	January 25	January 12	- January 25	January 26
15-Feb-24	February 08	February 08	January 26	- February 08	February 09
29-Feb-24	February 22	February 22	February 09	- February 22	February 23
14-Mar-24	March 07	March 07	February 23	- March 07	March 08
28-Mar-24	March 21	March 21	March 08	- March 21	March 22
11-Apr-24	April 04	April 04	March 22	- April 04	April 05
25-Apr-24	April 18	April 18	April 05	- April 18	April 19
9-May-24	May 02	May 02	April 19	- May 02	May 03
23-May-24	May 16	May 16	May 03	- May 16	May 17
6-Jun-24	May 30	May 30	May 17	- May 30	May 31
20-Jun-24	June 13	June 13	May 31	- June 13	June 14
4-Jul-24	June 27	June 27	June 14	- June 27	June 28
18-Jul-24	July 11	July 11	June 28	- July 11	July 12
1-Aug-24	July 25	July 25	July 12	- July 25	July 26
15-Aug-24	August 08	August 08	July 26	- August 08	August 09
29-Aug-24	August 22	August 22	August 09	- August 22	August 23
12-Sep-24	September 05	September 05	August 23	- September 05	September 06
26-Sep-24	September 19	September 19	September 06	- September 19	September 20
10-Oct-24	October 03	October 03	September 20	- October 03	October 04
24-Oct-24	October 17	October 17	October 04	- October 17	October 18
7-Nov-24	October 31	October 31	October 18	- October 31	November 01
21-Nov-24	November 14	November 14	November 01	- November 14	November 15
5-Dec-24	November 28	November 28	November 15	- November 28	November 29

Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 21, 2023 - Dec 5, 2024

** Denotes change to regular schedule

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data forms and time entry.