2024 Payroll Process Schedule

BSU Pay Day
BSU Holiday
BSU Early Closure

U= UKG Due @ 2p
U*= Holiday Sched UKG Due @ 12p
PP= All Payroll Final Processing

[= Biweekly Period Begin
] = Biweekly Period End
BSU Beneficence Days

1st Quarter ~ 2024

January 2024

S	M	T	W	T	F	S
31	1	2 U*	3	4	5	6]
7 [	8 U	9	10 PP	11	12 1	13
14	15	16	17	18	19	20]
21 [	22 U	23	24 PP	25	26 2	27
28	29	30	31			]

February 2024

S	M	T	W	T	F	S
				1	2	3]
4 [	5 U	6	7 PP	8	9 3	10
11	12	13	14	15	16	17]
18 [	19 U	20	21 PP	22	23 4	24
25	26	27	28			]

March 2024

S	M	T	W	T	F	S
					1	2]
3 [	4 U	5	6 PP	7	8 5	9
10	11	12	13	14	15	16]
17 [	18 U	19	20 PP	21	22 6	23
24	25	26	27	28	29	30]
31 [						

2nd Quarter ~ 2024

April 2024

S	M	T	W	T	F	S
	1 U	2	3 PP	4	5 7	6
7	8	9	10	11	12	13]
14 [	15 U	16	17 PP	18	19 8	20
21	22	23	24	25	26	27]
28 [	29	30				

May 2024

S	M	T	W	T	F	S
	U		1 PP	2	3 9	4
5	6	7	8	9	10	11]
12 [	13 U	14	15 PP	16	17 10	18
19	20	21	22	23	24	25]
26 [	27	28 U*	29	30	31 11	

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8]
9 [	10 U	11	12 PP	13	14 12	15
16	17	18	19	20	21	22]
23 [	24 U	25	26 PP	27	28 13	29
30						

3rd Quarter ~ 2024

July 2024

S	M	T	W	T	F	S
Expect FY 24-25 Holiday approval in the June 2024 board meeting						
	1	2	3	4	5	6]
7 [	8 U	9	10 PP	11	12 14	13
14	15	16	17	18	19	20]
21 [	22 U	23	24 PP	25	26 15	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3]
4 [	5 U	6	7 PP	8	9 16	10
11	12	13	14	15	16	17]
18 [	19 U	20	21 PP	22	23 17	24
25	26	27	28	29	30	31]

September 2024

S	M	T	W	T	F	S
1 [	2	3 U*	4 PP	5	6 18	7
8	9	10	11	12	13	14]
15 [	16 U	17	18 PP	19	20 19	21
22	23	24	25	26	27	28]
29 [	30 U					

4th Quarter ~ 2024

October 2024

S	M	T	W	T	F	S
		1	2 PP	3	4 20	5
6	7	8	9	10	11	12]
13 [	14 U	15	16 PP	17	18 21	19
20	21	22	23	24	25	26]
27 [	28 U	29	30 PP	31		

November 2024

S	M	T	W	T	F	S
					1 22	2
3	4	5	6	7	8	9]
10 [	11 U	12	13 PP	14	15 23	16
17	18	19	20	21	22	23]
24 [	25 U*	26 PP	27 24	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7]
8 [	9 U	10	11 PP	12	13 25	14
15	16	17	18	19	20	21]
22 [	23 10AM	24	25	26	27 26	28
29	30	31				

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