

MONTHLY PAYROLL

Pay Run ID	Pay Period Begin Date	Pay Period End Date	Document Due Date to Payroll for (1) Requests that DO NOT process through HR (2) Requests that have completed through HR-Level 5 Approval	Absence Approvals Due by 9 a.m.	HR Lock 1 p.m.	Pay Date
41M1	01/01/24	01/31/24	01/19/24	01/24/24	01/25/24	01/31/24
42M1	02/01/24	02/29/24	02/16/24	02/21/24	02/22/24	02/29/24
43M1	03/01/24	03/31/24	03/15/24	03/21/24	03/22/24	03/29/24
44M1	04/01/24	04/30/24	04/18/24	04/23/24	04/24/24	04/30/24
45M1	05/01/24	05/31/24	05/16/24	05/21/24	05/22/24	05/31/24
46M1	06/01/24	06/30/24	06/13/24	06/18/24	06/19/24	06/28/24
47M1	07/01/24	07/31/24	07/19/24	07/24/24	07/25/24	07/31/24
48M1	08/01/24	08/31/24	08/16/24	08/22/24	08/23/24	08/30/24
49M1	09/01/24	09/30/24	09/18/24	09/23/24	09/24/24	09/30/24
4OM1	10/01/24	10/31/24	10/18/24	10/23/24	10/24/24	10/31/24
4NM1	11/01/24	11/30/24	11/14/24	11/19/24	11/20/24	11/29/24
4DM1	12/01/24	12/31/24	12/12/24	12/17/24	12/18/24	12/31/24