

Monthly pay dates 2024



Faculty (regular and definite term), staff (regular and temporary), co-op students, and graduate students are paid on a monthly basis. The monthly pay date is the last Friday of each month except where noted in bold. All submissions must be made by the posted cut-off dates in order to be processed on the stated pay date. Late submissions will be paid on the following pay date.

Note: All mass templates must be submitted at least one week prior to deadlines below. This allows time for approvals to occur prior to the deadline.

Pay date information (for all monthly paid employees)		Submission Cut-off dates	
Pay Dates	Pay Period	Paperwork: completed hard copy received by HR by 4:30 p.m.	All submissions through Workday with all required approvals by 4:30 p.m. (includes hiring and Time Tracking)
Last Friday of the month unless otherwise stated in bold (*date is earlier than usual)			
January 26, 2024	January 1 - 31, 2024	January 17, 2024	January 18, 2024
February 23, 2024	February 1 - 29, 2024	February 14, 2024	February 15, 2024
March 28, 2024*	March 1 - 31, 2024	March 20, 2024	March 21, 2024
April 26, 2024	April 1 - 30, 2024	April 17, 2024	April 18, 2024
May 31, 2024	May 1 - 31, 2024	May 22, 2024	May 23, 2024
June 28, 2024	June 1 - 30, 2024	June 19, 2024	June 20, 2024
July 26, 2024	July 1 - 31, 2024	July 17, 2024	July 18, 2024
August 30, 2024	August 1 - 31, 2024	August 21, 2024	August 22, 2024
September 27, 2024	September 1 - 30, 2024	September 18, 2024	September 19, 2024
October 25, 2024	October 1 - 31, 2024	October 16, 2024	October 17, 2024
November 29, 2024	November 1 - 30, 2024	November 20, 2024	November 21, 2024
December 20, 2024*	December 1 - 31, 2024	December 11, 2024	December 12, 2024

BOLD * *date is earlier than usual due to paid holidays