

Law School Biweekly Payroll Schedule 2023-2024

PAY PERIOD		APPROVED BY THE APPROVER ON	PAY DAY
Beginning	Ending		
(Monday)	(Sunday)	(Monday)	(Friday)
08/28/23	09/10/23	09/11/23	09/22/23
09/11/23	09/24/23	09/25/23	10/06/23
09/25/23	10/08/23	10/09/23	10/20/23
10/09/23	10/22/23	10/23/23	11/03/23
10/23/23	11/05/23	11/06/23	11/17/23
11/06/23	11/19/23	11/20/23	12/01/23
11/20/23	12/03/23	12/04/23	12/15/23
12/04/23	12/17/23	12/18/23	12/29/23
12/18/23	12/31/23	01/02/24 5pm	01/12/24
01/01/24	01/14/24	01/15/24	01/26/24
01/15/24	01/28/24	01/29/24	02/09/24
01/29/24	02/11/24	02/12/24	02/23/24
02/12/24	02/25/24	02/26/24	03/08/24
02/26/24	03/10/24	03/11/24	03/22/24
03/11/24	03/24/24	03/25/24	04/05/24
03/25/24	04/07/24	04/08/24	04/19/24
04/08/24	04/21/24	04/22/24	05/03/24
04/22/24	05/05/24	05/06/24	05/17/24
05/06/24	05/19/24	05/20/24	05/31/24
05/20/24	06/02/24	06/03/24	06/14/24
06/03/24	06/16/24	06/17/24	06/28/24
06/17/24	06/30/24	07/01/24	07/12/24
07/01/24	07/14/24	07/15/24	07/26/24
07/15/24	07/28/24	07/29/24	08/09/24
07/29/24	08/11/24	08/12/24	08/23/24
08/12/24	08/25/24	08/26/24	09/06/24

- Hourly employees: record your attendance each day you work. If you do not submit your hours in accordance with this schedule, your pay may be delayed.
- Timesheet approvers/supervisors: review, edit and approve biweekly timesheets at the end of each pay period in accordance with the above schedule. The dates that have an asterisk note holidays – for their corresponding timesheets, you may approve after your employee’s last clock out or during the weekend instead of on the holiday.