

2024 Bi-Weekly PAYROLL SCHEDULE

Nonacademic, Students, Hourlies & Grad Hourlies

Month	Pay No.	Work Time Paid (Pay Period)	Paycheck Process Date (Calc Date)	Pay Date	Insurance Coverage Dates
JAN	1	12/10/23 - 12/23/23	12/22/23	01/03/24	1/1/24 - 1/15/2024
	2	12/24/23 - 1/6/24	01/05/24	01/17/24	1/16/24 - 1/31/24
	3**	1/7/24 - 1/20/24	01/19/24	01/31/24	No Insurance Deduction
FEB	4	1/21/24 - 2/3/24	02/02/24	02/14/24	2/1/24 - 2/15/24
	5	2/4/24 - 2/17/24	02/16/24	02/28/24	2/16/24 - 2/29/24
MAR	6	2/18/24 - 3/2/24	03/01/24	03/13/24	3/1/24 - 3/15/24
	7	3/3/24 - 3/16/24	03/15/24	03/27/24	3/16/24 - 3/31/24
APR	8	3/17/24 - 3/30/24	03/29/24	04/10/24	4/1/24 - 4/15/24
	9	3/31/24 - 4/13/24	04/12/24	04/24/24	4/16/24 - 4/30/24
MAY	10	4/14/24 - 4/27/24	04/26/24	05/08/24	5/1/24 - 5/15/24
	11	4/28/24 - 5/11/24	05/10/24	05/22/24	5/16/24 - 5/31/24
JUN	12	5/12/24 - 5/25/24	05/24/24	06/05/24	6/1/24 - 6/15/24
	13	5/26/24 - 6/8/24	06/07/24	06/18/24	6/16/24 - 6/30/24
JUL	14	6/9/24 - 6/22/24	06/21/24	07/03/24	7/1/24 - 7/15/24
	15	6/23/24 - 7/6/24	07/05/24	07/17/24	7/16/24 - 7/31/24
	16**	7/7/24 - 7/20/24	07/19/24	07/31/24	No Insurance Deduction
AUG	17	7/21/24 - 8/3/24	08/02/24	08/14/24	8/1/24 - 8/15/24
	18	8/4/24 - 8/17/24	08/16/24	08/28/24	8/16/24 - 8/31/24
SEP	19	8/18/24 - 8/31/24	08/30/24	09/11/24	9/1/24 - 9/15/24
	20	9/1/24 - 9/14/24	09/13/24	09/25/24	9/16/24 - 9/30/24
OCT	21	9/15/24 - 9/28/24	09/27/24	10/09/24	10/1/24 - 10/15/24
	22	9/29/24 - 10/12/24	10/11/24	10/23/24	10/16/24 - 10/31/24
NOV	23	10/13/24 - 10/26/24	10/25/24	11/06/24	11/1/24 - 11/15/24
	24	10/27/24 - 11/9/24	11/08/24	11/20/24	11/16/24 - 11/30/24
DEC	25	11/10/24 - 11/23/24	11/21/24	12/04/24	12/1/24 - 12/15/24
	26	11/24/24 - 12/7/24	12/06/24	12/18/24	12/16/24 - 12/31/24
	27**	12/8/24 - 12/21/24	12/20/24	12/31/24	No Insurance Deduction

(**) When there are 3 pay dates in the same month, voluntary deductions will not be taken on the 3rd pay date

- 1) An employee must be actively employed, or benefits eligible on the **first day** of an insurance coverage period to owe premiums for that period.
- 2) Owed back premiums will be taken from the next available paycheck after the UPB - Benefits Office is notified of the discrepancy. Employees will be notified of this action by e-mail and campus mail.