

## 2024 MONTHLY PAYROLL SCHEDULE

### Academic & Assistant

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

- 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.