

# EASTERN KENTUCKY UNIVERSITY 2024-2025 PAYROLL CALENDAR

## JULY 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

		1	2	3 <b>H</b>	4 <b>BW</b>	5	6
7	8 <b>★ ★</b>	9	10	11	12	13	
14 <b>SM</b>	15	16	17	18 <b>BW</b>	19	20	
21 <b>X</b>	22	23	24 •	25	26	27	
28	29	30 <b>SM</b>	31				

**Note:** Due to year-end closing deadlines, web-time entry reporting for work completed 06/23 – 07/06 is due, submitted and approved by 10pm 07/09.

## AUGUST 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1 <b>BW</b>	2	3
4 <b>X</b>	5	6	7 •	8	9	10	
11	12	13	14 <b>★ SM</b>	15 <b>BW</b>	16	17	
18 <b>X</b>	19	20	21 •	22	23	24	
25	26	27	28	29 <b>★ ★ BW SM</b>	30	31	

**Note:** Timesheet for work completed 08/18 – 08/31 is due, submitted and approved prior to leaving for the long weekend

## SEPTEMBER 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1 <b>H</b>	2	3	4	5	6	7	
8	9	10	11	12 <b>BW SM</b>	13	14	
15 <b>X</b>	16	17	18 •	19	20	21	
22	23	24	25	26 <b>BW</b>	27	28	
29 <b>SM X</b>	30						

## OCTOBER 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

		1	2 •	3	4	5	
6	7	8	9	10 <b>★ ★ BW</b>	11	12	
13 <b>H</b>	14 <b>SM H</b>	15	16	17	18	19	
20	21	22	23	24 <b>BW</b>	25	26	
27 <b>X</b>	28	29	30 <b>SM •</b>	31			

**NOTE:** Timesheet for work completed 09/29 – 10/12 is due, submitted and approved prior to leaving for fall break.

## NOVEMBER 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1	2	
3	4 <b>H</b>	5	6	7 <b>BW</b>	8	9	
10 <b>X</b>	11	12	13 •	14 <b>SM</b>	15	16	
17	18	19	20 <b>EKU</b>	21 <b>BW</b>	22	23	
24 <b>X</b>	25	26	27 <b>H •</b>	28 <b>SM H</b>	29	30	

## DECEMBER 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1	2	3	4	5 <b>BW</b>	6	7	
8 <b>X</b>	9	10	11 •	12 <b>SM</b>	13	14	
15	16	17	18 <b>EKU</b>	19 <b>EKU</b>	20 <b>EKU</b>	21	
22 <b>EKU</b>	23 <b>X</b>	24 <b>H</b>	25 <b>H</b>	26 <b>H •</b>	27 <b>H</b>	28	
29 <b>H</b>	30 <b>SM H</b>	31					

**NOTE:** Timesheets for work completed 12/08 – 12/21 is due, submitted and approved prior to leaving for winter break. If not completed before this time, then regularly scheduled times will remain in place. The ability to enter time will not be extended because we must process another payroll immediately upon return to work. Any missing time for this period will be added to the next payroll.

### CALENDAR KEY

**BW:** Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total  
 – Students are paid with Bi-Weekly  
**SM:** Semi-Monthly Pay Dates (Check Distribution)  
 Exempt/Salaried Employees; 24 total  
 – Faculty are paid with Semi-Monthly  
 (20 total academic year payrolls and 4 summer payrolls)

- : End of Bi-Weekly Pay Period indicated by block around the date
- X** : BW/ST timesheets are due by 10PM (recall to choose save AND submit)
- : Supervisor approval due by 10PM
- H** : This is an EKU Holiday and should be reported as HOL on timesheet
- E** This is an EKU day as granted by the President. Report as EKU on timesheet.
- ★ Faculty pay dates for academic year; beginning and end.

**★ ★ :** Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:  
 These dates are assuming all required paperwork has -- August 31, 2024  
 been received by Human Resources by the cutoff dates: -- January 31, 2025

# EASTERN KENTUCKY UNIVERSITY 2024-2025 PAYROLL CALENDAR

## JANUARY 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

			H	1	2	BW	3	4
5	X	6	7	8	•	9	10	11
12	13	14	SM	15	16	BW	17	18
19	H	20	21	22	•	23	24	25
26	27	28	29	30	BW	SM	31	

## FEBRUARY 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

								1
2	X	3	4	5	•	6	7	8
9	10	11	12	13	BW	SM	14	15
16	X	17	18	19	•	20	21	22
23	24	25	26	27	BW	SM	28	

## MARCH 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

								1
2	X	3	4	5	•	6	7	8
9	10	11	12	13	BW	SM	14	15
16	EKU	EKU	EKU	EKU	EKU		21	22
23	24	25	26	27	BW	28		29
30	SM	X	31					

NOTE: Timesheet for work completed 03/02 – 03/15 is due, submitted and approved prior to leaving for spring break.

## APRIL 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

			1	2	•	3	4	5
6	7	8	9	10	BW	11		12
13	X	14	SM	15	16	•	17	18
20	21	22	23	24	BW	25		26
27	X	28	29	SM	30			

## MAY 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

				•	1	2	3	
4	5	6	7	8	BW	9		10
11	X	12	13	14	•	SM	15	16
18	19	20	21	22	BW	23		24
25	H	X	26	27	28	•	29	SM
							★	

## JUNE 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1	2	3	4	5	BW	6		7
8	X	9	10	11	•	12	SM	13
15	16	17	18	H	19	BW	20	21
22	X	23	24	25	•	26	27	28
29	SM	30						

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**BW:** Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total  
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- ★ Faculty pay dates for academic year; beginning and end.

★★ : Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:  
 These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates: -- August 31, 2024 -- January 31, 2025