EASTERN KENTUCKY UNIVERSITY 2024-2025 PAYROLL CALENDAR

JULY 2024 = Monday Tuesday Wednesday Thursday Friday Saturday 6 4 **BW** 7 10 13 11 ** 20 14 SM 16 17 18 **BW** 24 • 25 30 **SM** 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.

Sunday	T 2024 Monday	Tuesday	Wednesday	Thurs	day	Frid	lay	Saturda
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13	H 14	SM H 15	16	17	18	19
20	21	22	23		BW 25	26

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

30 **SM** • 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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NOTE: Timesh	naate for w	ork com	nleted 12/08 _	12/21	ie dua eubr	nittad aı	nd annro	uad nrin	r to leaving	n for winter	

DECEMBER 2024

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

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

NOVEMBER 2024

H: This is an EKU Holiday and should be reported as HOL on timesheet

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

Any missing time for this period will be added to the next payroll.

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.

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

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RY 202 Monday	_	Wednesday	Thursday	Friday	Saturday
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Sunday	25 — Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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22	X 2	3 24	25	26	27	28
29	SM 3					

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