

EASTERN KENTUCKY UNIVERSITY 2023-2024 PAYROLL CALENDAR

JULY 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

							1
2	3 H	4	5	6 BW	7	8	
9 X	10 •***	11	12	13 SM	14	15	
16	17	18	19	20 BW	21	22	
23 X	24	25	26 •	27	28	29	
30 SM	31	Note: Due to year-end closing deadlines, web-time entry reporting for work completed 6/25 - 7/8 is due; submitted and approved by 10pm 7/11.					

AUGUST 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

SEPTEMBER 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

Note: Timesheets for work 8/20 - 9/2 is encouraged to be submitted Friday 9/1 prior to leaving work for the weekend. Although Monday 9/4 is a holiday, the submission deadline of 10PM will remain open for those that need to report. There is no extended submission time as a result of the holiday.

OCTOBER 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

NOVEMBER 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

NOTE: Timesheet for work completed 10/29 - 11/11; needs to have submitted and approved Wednesday, 11/15 by 10PM as a result of the upcoming Thanksgiving holiday.

DECEMBER 2023

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

						1	2
3	4	5	6	7 BW	8	9	
10 X	11	12	13 •	14 SM	15	16	
17	EKU	EKU	EKU	EKU	21 BW H	22	23
24 H X	25 H	26 H	27 • H	28 SM H	29	30	
31	NOTE: Timesheets for work completed 12/10 - 12/23 is requested 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 been received by Human Resources by the cutoff dates: -- August 31, 2023 -- January 31, 2024

EASTERN KENTUCKY UNIVERSITY 2023-2024 PAYROLL CALENDAR

JANUARY 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

FEBRUARY 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

MARCH 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

APRIL 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

MAY 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

JUNE 2024

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

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