

2024 Payroll Processing Calendar

Paycheck Date	Pay Period Begin Date	Pay Period End / Timecard and Absence Approval Deadline	Paperwork to Human Resources or Office of Student Employment	Individual Compensation Plan (ICP) Approval Deadline
1 January 12, 2024	December 25, 2023	January 7, 2024	January 2, 2023	January 5, 2024
2 January 26, 2024	January 8, 2024	January 21, 2024	January 15, 2024	January 19, 2024
3 February 9, 2024	January 22, 2024	February 4, 2024	January 29, 2024	February 2, 2024
4 February 23, 2024	February 5, 2024	February 18, 2024	February 12, 2024	February 16, 2024
5 March 8, 2024	February 19, 2024	March 3, 2024	February 26, 2024	March 1, 2024
6 March 22, 2024	March 4, 2024	March 17, 2024	March 11, 2024	March 15, 2024
7 April 5, 2024	March 18, 2024	March 31, 2024	March 25, 2024	March 29, 2024
8 April 19, 2024	April 1, 2024	April 14, 2024	April 8, 2024	April 12, 2024
9 May 3, 2024	April 15, 2024	April 28, 2024	April 22, 2024	April 26, 2024
10 May 17, 2024	April 29, 2024	May 12, 2024	May 6, 2024	May 10, 2024
11 May 31, 2024	May 13, 2024	May 26, 2024	May 20, 2024	May 24, 2024
12 June 14, 2024	May 27, 2024	June 9, 2024	June 3, 2024	June 7, 2024
13 June 28, 2024	June 10, 2024	June 23, 2024	June 17, 2024	June 21, 2024
14 July 12, 2024	June 24, 2024	July 7, 2024	July 1, 2024	July 5, 2024
15 July 26, 2024	July 8, 2024	July 21, 2024	July 15, 2024	July 19, 2024
16 August 9, 2024	July 22, 2024	August 4, 2024	July 29, 2024	August 2, 2024
17 August 23, 2024	August 5, 2024	August 18, 2024	August 12, 2024	August 16, 2024
18 September 6, 2024	August 19, 2024	September 1, 2024	August 26, 2024	August 30, 2024
19 September 20, 2024	September 2, 2024	September 15, 2024	September 9, 2024	September 13, 2024
20 October 4, 2024	September 16, 2024	September 29, 2024	September 23, 2024	September 27, 2024
21 October 18, 2024	September 30, 2024	October 13, 2024	October 7, 2024	October 11, 2024
22 November 1, 2024	October 14, 2024	October 27, 2024	October 21, 2024	October 25, 2024
23 November 15, 2024	October 28, 2024	November 10, 2024	November 4, 2024	November 8, 2024
24 November 29, 2024	November 11, 2024	November 24, 2024	November 18, 2024	November 22, 2024
25 December 13, 2024	November 25, 2024	December 8, 2024	December 2, 2024	December 6, 2024
26 December 27, 2024	December 9, 2024	December 22, 2024	December 16, 2024	December 20, 2024

Please follow the above schedule. Time cards submitted and approved in Time and Labor after the above deadlines or paperwork submitted and approved after the above deadlines may not be included in that payroll. Absence requests submitted and approved in the Absence module after the above deadlines may not be included in that payroll.

Missing information, incorrect codes, or incomplete new hire paperwork will create a delay in processing.

For additional information contact:

Payroll: Payroll@depaul.edu

Human Resources: HRcentral@depaul.edu

Office of Student Employment: StudentEmployment@depaul.edu