2024 SHARP BI-WEEKLY ON-CYCLE PAYROLL SCHEDULE

PAYROLL PERIODS			TIME & LABOR AND EMPLOYEE DATA FOR PAYSHEET CREATION & PRELIMINARY CALCULATION				CUTOFF FOR TIME & LABOR REPORTED TIME SUBMISSIONS/APPROVALS	CUTOFF FOR TIME & LABOR PAYABLE TIME APPROVALS	PAYROLL TRANSACTIONS POSTED TO SMART AFTER
START DATES	ENDING DATES	PAY DATE	FIRST T&LBR ENTRY DATE FOR ON-LINE USERS	CUTOFF INTERFACE USERS 6:00 P.M.	CUTOFF REGENTS FILES 4:00 P.M.	CUTOFF ON-LINE USERS 7:00 P.M.*	6:30 P.M. **	7:00 P.M. ***	7:00 P.M.
26-Nov-23	9-Dec-23	22-Dec-23	26-Nov-23	11-Dec-23	14-Dec-23	12-Dec-23	15-Dec-23	15-Dec-23	20-Dec-23
10-Dec-23	23-Dec-23	5-Jan-24	10-Dec-23	26-Dec-23	28-Dec-23	26-Dec-23	29-Dec-23	29-Dec-23	3-Jan-24
24-Dec-23	6-Jan-24	19-Jan-24	24-Dec-23	8-Jan-24	11-Jan-24	9-Jan-24	12-Jan-24	12-Jan-24	17-Jan-24
7-Jan-24	20-Jan-24	2-Feb-24	7-Jan-24	22-Jan-24	25-Jan-24	23-Jan-24	26-Jan-24	26-Jan-24	31-Jan-24
21-Jan-24	3-Feb-24	16-Feb-24	21-Jan-24	5-Feb-24	8-Feb-24	6-Feb-24	9-Feb-24	9-Feb-24	14-Feb-24
4-Feb-24	17-Feb-24	1-Mar-24	4-Feb-24	19-Feb-24	22-Feb-24	20-Feb-24	23-Feb-24	23-Feb-24	28-Feb-24
18-Feb-24	2-Mar-24	15-Mar-24	18-Feb-24	4-Mar-24	7-Mar-24	5-Mar-24	8-Mar-24	8-Mar-24	13-Mar-24
3-Mar-24	16-Mar-24	29-Mar-24	3-Mar-24	18-Mar-24	21-Mar-24	19-Mar-24	22-Mar-24	22-Mar-24	27-Mar-24
17-Mar-24	30-Mar-24	12-Apr-24	17-Mar-24	1-Apr-24	4-Apr-24	2-Apr-24	5-Apr-24	5-Apr-24	10-Apr-24
31-Mar-24	13-Apr-24	26-Apr-24	31-Mar-24	15-Apr-24	18-Apr-24	16-Apr-24	19-Apr-24	19-Apr-24	24-Apr-24
14-Apr-24	27-Apr-24	10-May-24	14-Apr-24	29-Apr-24	2-May-24	30-Apr-24	3-May-24	3-May-24	8-May-24
28-Apr-24	11-May-24	24-May-24	28-Apr-24	13-May-24	16-May-24	14-May-24	17-May-24	17-May-24	22-May-24
12-May-24	25-May-24	7-Jun-24	12-May-24	28-May-24	30-May-24	28-May-24	31-May-24	31-May-24	5-Jun-24
26-May-24	8-Jun-24	21-Jun-24	26-May-24	10-Jun-24	13-Jun-24	11-Jun-24	14-Jun-24	14-Jun-24	19-Jun-24
9-Jun-24	22-Jun-24	5-Jul-24	9-Jun-24	24-Jun-24	27-Jun-24	25-Jun-24	28-Jun-24	28-Jun-24	3-Jul-24
23-Jun-24	6-Jul-24	19-Jul-24	23-Jun-24	8-Jul-24	11-Jul-24	9-Jul-24	12-Jul-24	12-Jul-24	17-Jul-24
7-Jul-24	20-Jul-24	2-Aug-24	7-Jul-24	22-Jul-24	25-Jul-24	23-Jul-24	26-Jul-24	26-Jul-24	31-Jul-24
21-Jul-24	3-Aug-24	16-Aug-24	21-Jul-24	5-Aug-24	8-Aug-24	6-Aug-24	9-Aug-24	9-Aug-24	14-Aug-24
4-Aug-24	17-Aug-24	30-Aug-24	4-Aug-24	19-Aug-24	22-Aug-24	20-Aug-24	23-Aug-24	23-Aug-24	28-Aug-24
18-Aug-24	31-Aug-24	13-Sep-24	18-Aug-24	3-Sep-24	5-Sep-24	3-Sep-24	6-Sep-24	6-Sep-24	11-Sep-24
1-Sep-24	14-Sep-24	27-Sep-24	1-Sep-24	16-Sep-24	19-Sep-24	17-Sep-24	20-Sep-24	20-Sep-24	25-Sep-24
15-Sep-24	28-Sep-24	11-Oct-24	15-Sep-24	30-Sep-24	3-Oct-24	1-Oct-24	4-Oct-24	4-Oct-24	9-Oct-24
29-Sep-24	12-Oct-24	25-Oct-24	29-Sep-24	14-Oct-24	17-Oct-24	15-Oct-24	18-Oct-24	18-Oct-24	23-Oct-24
13-Oct-24	26-Oct-24	8-Nov-24	13-Oct-24	28-Oct-24	31-Oct-24	29-Oct-24	1-Nov-24	1-Nov-24	6-Nov-24
27-Oct-24	9-Nov-24	22-Nov-24	27-Oct-24	12-Nov-24	14-Nov-24	12-Nov-24	15-Nov-24	15-Nov-24	20-Nov-24
10-Nov-24	23-Nov-24	6-Dec-24	10-Nov-24	25-Nov-24	26-Nov-24	26-Nov-24	27-Nov-24	27-Nov-24	4-Dec-24
24-Nov-24	7-Dec-24	20-Dec-24	24-Nov-24	9-Dec-24	12-Dec-24	10-Dec-24	13-Dec-24	13-Dec-24	18-Dec-24
8-Dec-24	21-Dec-24	3-Jan-25	8-Dec-24	23-Dec-24	26-Dec-24	24-Dec-24	27-Dec-24	27-Dec-24	1-Jan-25
22-Dec-24	4-Jan-25	17-Jan-25	22-Dec-24	6-Jan-25	9-Jan-25	7-Jan-25	10-Jan-25	10-Jan-25	15-Jan-25

*Ensure Payable Time exists prior to 7:00 P.M. on cutoff for employees expected to receive sick and/or vacation leave payouts

Preliminary Pay Calculation runs after 7:00 P.M. and each succeeding work day until the cutoff for Correction/Approval of Time and Labor Entries

**Time Admin process runs final time at 6:30 P.M. and produces Payable Time which must be approved by 7:00 P.M.

***Final Pay Calculation runs after 7:00 P.M.

Time and Labor KAGYTL42/INF42 files are Due by 12:00 P.M. (Noon) on these days for Day Batch Processing