

2024 MONTHLY PAYROLL PROCESSING CALENDAR

PAY PERIOD	PAY RUN ID	LEAVE TIME <i>submit current changes NO later than NOON/12:00pm</i>	PAYROLL <i>Completed</i>	COSTING ALLOCATION <i>submit current changes</i>	WORKDAYS <i>per pay period</i>	PAYDAY
JANUARY	24MA	Tuesday, January 23, 2024	01/25/24	Tuesday, January 23, 2024	23	01/30/24
FEBRUARY	24MB	Thursday, February 22, 2024	02/23/24	Thursday, February 22, 2024	21	02/29/24
MARCH	24MC	Thursday, March 21, 2024	03/22/24	Wednesday, March 20, 2024	21	03/29/24
APRIL	24MD	Tuesday, April 23, 2024	04/24/24	Tuesday, April 23, 2024	22	04/30/24
MAY	24ME	Wednesday, May 22, 2024	05/23/24	Wednesday, May 22, 2024	23	05/30/24
JUNE	24MF	Monday, June 24, 2024	06/24/24	Thursday, June 20, 2024	20	06/28/24
JULY	24MG	Tuesday, July 23, 2024	07/24/24	Monday, July 22, 2024	23	07/30/24
AUGUST	24MH	Friday, August 23, 2024	08/26/24	Thursday, August 22, 2024	22	08/30/24
SEPTEMBER	24MI	Monday, September 23, 2024	09/24/24	Monday, September 23, 2024	21	09/30/24
OCTOBER	24MJ	Wednesday, October 23, 2024	10/24/24	Tuesday, October 22, 2024	23	10/30/24
NOVEMBER	24MK	Tuesday, November 19, 2024	11/22/24	Wednesday, November 20, 2024	21	11/27/24
DECEMBER	24ML	Thursday, December 12, 2024	12/13/24	Thursday, December 12, 2024	22	12/20/24

GENERAL NOTES:

•Items highlighted in yellow indicates processing dates which have been moved forward to incorporate University holidays or fiscal year-end processing requirements.

•Cutoff Deadlines are subject to change.

•**Leave Time** column: must be entered by date to be on current payroll.

**** December process schedule subject to change, updates are communicated through UofL Today and emails to UBM & LFO distribution lists.**

Number of Workdays

Questions? Please contact Payroll Services at 502/852-2978 or payroll@louisville.edu.