

FY24 Time Sheet Due Dates for Temp/PT Employees

<u>From</u>	<u>To</u>	<u>Due @EPIC</u>	<u>Pay Date</u>
July 1	July 10	July 15	July 25, 2023
July 11	July 25	July 30	August 10, 2023
July 26	Aug 10	Aug 15	August 25, 2023
Aug 11	Aug 25	Aug 30	September 8, 2023
Aug 26	Sept 10	Sept 15	September 25, 2023
Sept 11	Sept 25	Sept 30	October 10, 2023
Sept 26	Oct 10	Oct 15	October 25, 2023
Oct 11	Oct 25	Oct 30	November 9, 2023
Oct 26	Nov 10	Nov 15	November 24, 2023
Nov 11	Nov 25	Nov 30	December 8, 2023
Nov 26	Dec 10	Dec 15	December 22, 2023
Dec 11	Dec 25	Dec 30	January 10, 2024
Dec 26	Jan 10	Jan 15	January 25, 2024
Jan 11	Jan 25	Jan 30	February 9, 2024
Jan 26	Feb 10	Feb 15	February 23, 2024
Feb 11	Feb 25	Feb 29	March 8, 2024
Feb 26	Mar 10	Mar 15	March 25, 2024
Mar 11	Mar 25	Mar 30	April 10, 2024
Mar 26	Apr 10	Apr 15	April 25, 2024
Apr 11	Apr 25	Apr 30	May 10, 2024
Apr 26	May 10	May 15	May 24, 2024
May 11	May 25	May 30	June 10, 2024
May 26	June 10	June 15	June 25, 2024
June 11	June 30	July 1***	July 10, 2024

*****Final payroll for fiscal year...please turn in time sheets ASAP**

Please adhere to these time sheet due dates - do not hold time sheets and turn in several at one time.

Travel is paid based on when it is received in the payroll office and should be submitted monthly.

Please do not hold and turn in several at a time.

**ALL TRAVEL AND TIME SHEETS MUST BE SIGNED BY A SUPERVISOR BEFORE BEING
TURNED IN**