

## 2024 WTE PAYROLL DEADLINE DATES

<b>PAY PERIOD WORK DATES</b>	<b><u>EMPLOYEE</u> SUBMIT BY DATE &amp; TIME</b>	<b><u>APPROVER</u> APPROVE DATE &amp; TIME</b>	<b>PAY DATE</b>
12/16/23 to 1/15/24	1/17/24 4:30 PM	1/18/24 11:00 AM	1/31/24
1/16/24 to 2/15/24	2/19/24 4:30 PM	2/20/24 11:00 AM	2/29/24
2/16/24 to 3/15/24	3/19/24 4:30 PM	3/20/24 11:00 AM	3/29/24
3/16/24 to 4/15/24	4/17/24 4:30 PM	4/18/24 11:00 AM	4/30/24
4/16/24 to 5/15/24	5/17/24 4:30 PM	5/20/24 11:00 AM	5/31/24
5/16/24 to 6/15/24	6/17/24 4:30 PM	6/18/24 11:00 AM	6/28/24
6/16/24 to 7/15/24	7/17/24 4:30 PM	7/18/24 11:00 AM	7/31/24
7/16/24 to 8/15/24	8/19/24 4:30 PM	8/20/24 11:00 AM	8/30/24
8/16/24 to 9/15/24	9/17/24 4:30 PM	9/18/24 11:00 AM	9/30/24
9/16/24 to 10/15/24	10/17/24 4:30 PM	10/18/24 11:00 AM	10/31/24
10/16/24 to 11/15/24	11/19/24 4:30 PM	11/20/24 11:00 AM	11/27/24
11/16/24 to 12/15/24	12/16/24 12:00 (noon)	12/17/24 11:00 AM	12/31/24

Please note the following:

1. The above Employee Submit by Date allows employees two days after the 15<sup>th</sup> to complete and submit their timesheet.
2. The above Approver Approve Date allows Approvers two full days plus the morning of the third day to approve employee timesheets.
3. The above dates and times are subject to change because of holidays or unplanned events.
4. Please contact Lori Pugh @ 2186 ([Lori.Pugh@mtsu.edu](mailto:Lori.Pugh@mtsu.edu)) if you have any questions.