

April 2024

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																				
	1 SM8 & MN4 Open for Entry	2	3	4 SM7 Entry Closes at Noon	5 SM7 Deduction Upload by Noon Approvals by 3:00	6																				
7	8	9	10	11 GATA MN4 EPAFs Completed BOM FLAC Entry by 1:00 PM	12	13																				
14	15 Contracts/PSAs Due in Payroll PAYDAY SM7	16 SM9 Open for Entry	17	18 HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	19 SM8 & MN4 Entry Closes at Noon	20																				
21	22 SM8 & MN4 Deduction Upload by Noon Approvals by 3:00	23	No Manual Cks 24	No Manual Cks 25	26	27																				
28	29	30	<table border="0"> <tr> <td>PAY ID</td> <td>Work Cycle</td> <td>Time Entry Date</td> <td>Payday</td> </tr> <tr> <td>SM7</td> <td>03/16 – 03/31</td> <td>03/16 – 04/04</td> <td>04/15 Monday</td> </tr> <tr> <td>SM8</td> <td>04/01 – 04/15</td> <td>04/01 – 04/19</td> <td>04/30 Tuesday</td> </tr> <tr> <td>MN4</td> <td>04/01 – 04/30</td> <td>04/01 – 04/19</td> <td>04/30 Tuesday</td> </tr> <tr> <td>SM9</td> <td>04/16 – 04/30</td> <td>04/16 – 05/06</td> <td>05/15 Wednesday</td> </tr> </table>				PAY ID	Work Cycle	Time Entry Date	Payday	SM7	03/16 – 03/31	03/16 – 04/04	04/15 Monday	SM8	04/01 – 04/15	04/01 – 04/19	04/30 Tuesday	MN4	04/01 – 04/30	04/01 – 04/19	04/30 Tuesday	SM9	04/16 – 04/30	04/16 – 05/06	05/15 Wednesday
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