

December 2024

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																				
1 SM24 & MN12 Open for Entry	2	3	4 SM23 Entry Closes at Noon	5 SM23 Deduction Upload by Noon Approvals by 3:00	6	7																				
8	9 BOM FLAC Entry by 1:00 PM	10 BOM FLAC Entry by 1:00 PM	11 GATA MN12 EPAFs Completed	12 HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	13 Contracts/PSAs Due in Payroll PAYDAY SM23	14																				
15	16 SM24 & MN12 Entry Closes at Noon SM1 Open for Entry	17 SM24 & MN12 Deduction Upload by Noon Approvals by 3:00	18 No Manual Cks	19 No Manual Cks	20	21																				
22	23	24 UNC CLOSED Substitute President's Day	25 UNC/BANKS CLOSED Christmas Day	26 UNC CLOSED Substitute Frances Cabrini Day	27 UNC CLOSED Substitute Veterans Day	28																				
29	30 UNC CLOSED President's Admin Leave Day	31 PAYDAY SM24 & MN12 UNC CLOSED President's Admin Leave Day	<table border="0"> <tr> <td>PAY ID</td> <td>Work Cycle</td> <td>Time Entry Date</td> <td>Payday</td> </tr> <tr> <td>SM23</td> <td>11/16 – 11/30</td> <td>11/16 – 12/04</td> <td>12/13 Friday</td> </tr> <tr> <td>SM24</td> <td>12/01 – 12/15</td> <td>12/01 – 12/16</td> <td>12/31 Tuesday</td> </tr> <tr> <td>MN12</td> <td>12/01 – 12/31</td> <td>12/01 – 12/16</td> <td>12/31 Tuesday</td> </tr> <tr> <td>SM1</td> <td>12/16 – 12/31</td> <td>12/16 – 01/06</td> <td>01/15 Wednesday</td> </tr> </table>				PAY ID	Work Cycle	Time Entry Date	Payday	SM23	11/16 – 11/30	11/16 – 12/04	12/13 Friday	SM24	12/01 – 12/15	12/01 – 12/16	12/31 Tuesday	MN12	12/01 – 12/31	12/01 – 12/16	12/31 Tuesday	SM1	12/16 – 12/31	12/16 – 01/06	01/15 Wednesday
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