

# February 2024

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
PAY ID	Work Cycle	Time Entry Date	Payday	SM4 & MN2 Open for Entry		
SM3	01/16 – 01/31	01/16 – 02/06	02/15 Thursday			
SM4	02/01 – 02/15	02/01 – 02/20	02/29 Thursday			
MN2	02/01 – 02/29	02/01 – 02/20	02/29 Thursday			
SM5	02/16 – 02/29	02/16 – 03/06	03/15 Friday			
4	5	6	7	8	9	10
		SM3 Entry Closes at Noon	SM3 Deduction Upload by Noon Approvals by 3:00		BOM FLAC Entry by 1:00 PM	
11	12	13	14	15	16	17
		GATA MN2 EPAFs Completed		Contracts/PSAs Due in Payroll	SM5 Open for Entry	
				PAYDAY SM3	HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	
18	19	20	21	22	No Manual Cks 23	24
		SM4 & MN2 Entry Closes at Noon	SM4 & MN2 Deduction Upload by Noon Approvals by 3:00			
	BANKS CLOSED Presidents' Day					
25	No Manual Cks 26	27	28	29		
				PAYDAY SM4 & MN2		