

March 2024

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
										1		2	
PAY ID	Work Cycle	Time Entry Date		Payday						SM6 & MN3 Open for Entry			
SM5	02/16 – 02/29	02/16 – 03/06		03/15 Friday									
SM6	03/01 – 03/15	03/01 – 03/20		03/29 Friday									
MN3	03/01 – 03/31	03/01 – 03/20		03/29 Friday									
SM7	03/16 – 03/31	03/16 – 04/04		04/15 Monday									
3		4		5		6		7		8		9	
						SM5 Entry Closes at Noon		SM5 Deduction Upload by Noon Approvals by 3:00					
10		11		12		13		14		15		16	
				BOM FLAC Entry by 1:00 PM		GATA MN3 EPAFs Completed				Contracts/PSAs Due in Payroll		SM7 Open for Entry	
										PAYDAY SM5			
17		18		19		20		21		22		23	
				HRS Faculty FLAC/EPAFs Submitted by 1:00 PM		SM6 & MN3 Entry Closes at Noon		SM6 & MN3 Deduction Upload by Noon Approvals by 3:00					
24		No Manual Cks 25		No Manual Cks 26		27		28		29		30	
31										PAYDAY SM6 & MN3			

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