

# January 2024

23 working day  
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>New Year's Day</b> <b>CSU Holiday</b> <b>Banks Closed</b>	2 Bi-weekly TCP approvals for PPE 12/29 due 11:59 PM	3	4 Bi-weekly Payroll Processing	5 Bi-weekly Payroll Processing	6
7	8	9 Bi-weekly pay stops by 11:00 AM	10 **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 12/31 due 11:59 PM	11	12 Bi-weekly Pay Day for PPE 12/29 Bi-weekly Pay Period End	13
14	15 Martin Luther King, Jr Birthday CSU Holiday Banks Closed	16 Bi-weekly TCP approvals for PPE 1/12 due 10 AM  Spring classes begin	17	18 Bi-weekly Payroll Processing	19 Bi-weekly Payroll Processing Monthly Payroll Processing	20
21	22 Monthly Payroll Processing	23 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	24	25	26 Bi-weekly Pay Day for PPE 1/12 Bi-weekly Pay Period End  Monthly pay stops by 11:00 AM	27
28	29	30 Bi-weekly TCP approvals for PPE 1/26 due 11:59 PM	31 Monthly Pay Day			

**NOTES: \*\*Any paper work submitted for a Salaried Employee after this date may result in a delay in payment and delay in the posting of their retirement.**

# February 2024

21 working day  
168 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Bi-weekly Payroll Processing	2 Bi-weekly Payroll Processing	3
4	5	6 Bi-weekly pay stops by 11:00 AM	7	8	9 Bi-weekly Pay Day for PPE 1/26 Bi-weekly Pay Period End  **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 1/31 due 11:59 PM	10
11	12	13 Bi-weekly TCP approvals for PPE 2/9 due 11:59 PM	14	15 Bi-weekly Payroll Processing	16 Bi-weekly Payroll Processing	17
18	19 Washington's Birthday Banks Closed  Monthly Payroll Processing	20 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	21 Monthly Payroll Processing	22	23 Bi-weekly Pay Day for PPE 2/9 Bi-weekly Pay Period End	24
25	26 Monthly pay stops by 11:00 AM	27 Bi-weekly TCP approvals for PPE 2/23 due 11:59 PM	28	29 Bi-weekly Payroll Processing  Monthly Pay Day		

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# March 2024

21 working day  
168 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Bi-weekly Payroll Processing	2
3	4	5 Bi-weekly pay stops by 11:00 AM	6	7	8 Bi-weekly Pay Day for PPE 2/23 Bi-weekly Pay Period End	9
10	11 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 2/29 due 11:59 PM	12 Bi-weekly TCP approvals for PPE 3/8 due 11:59 PM	13	14 Bi-weekly Payroll Processing	15 Bi-weekly Payroll Processing	16
	CSU Spring Break					
17	18 Monthly Payroll Processing	19 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	20 Monthly Payroll Processing	21	22 Bi-weekly Pay Day for PPE 3/8 Bi-weekly Pay Period End	23
24	25	26 Bi-weekly TCP approvals for PPE 3/22 due 11:59 PM Monthly pay stops by 11:00 AM	27	28 Bi-weekly Payroll Processing	29 Bi-weekly Payroll Processing Monthly Pay Day	30
31						

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# April 2024

22 working day  
176 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		Bi-weekly pay stops by 11:00 AM			Bi-weekly Pay Day for PPE 3/22 Bi-weekly Pay Period End	
7	8	9 Bi-weekly TCP approvals for PPE 4/5 due 11:59 PM	10  **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 3/31 due 11:59 PM	11  Bi-weekly Payroll Processing	12  Bi-weekly Payroll Processing	13
14	15	16  Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	17  Monthly Payroll Processing	18  Monthly Payroll Processing	19  Bi-weekly Pay Day for PPE 4/5 Bi-weekly Pay Period End	20
21	22	23 Bi-weekly TCP approvals for PPE 4/19 due 11:59 PM	24	25  Bi-weekly Payroll Processing  Monthly pay stops by 11:00 AM	26  Bi-weekly Payroll Processing	27
28	29	30  Bi-weekly pay stops by 11:00 AM Monthly Pay Day				

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# May 2024

23 working day  
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Bi-weekly Pay Day for PPE 4/19 Bi-weekly Pay Period End <b>Last day of spring classes</b>	4
5	6	7 Bi-weekly TCP approvals for PPE 5/3 due 11:59 PM	8	9 Bi-weekly Payroll Processing	10 Bi-weekly Payroll Processing <b>**Deadline for Monthly paper work to be submitted</b> Monthly TCP approvals for PPE 4/30 due 11:59 PM	11
FINAL EXAMS						
12	13	14 Bi-weekly pay stops by 11:00 AM	15	16	17 Bi-weekly Pay Day for PPE 5/3 Bi-weekly Pay Period End	18
	<b>Summer classes start</b>					
19	20 Monthly Payroll Processing	21 Bi-weekly TCP approvals for PPE 5/17 due 11:59 PM Monthly Payroll Processing	22 Monthly Payroll Processing	23 Bi-weekly Payroll Processing	24 Bi-weekly Payroll Processing	25
26	27 Memorial Day CSU Holiday Banks closed	28 Monthly pay stops by 11:00 AM Bi-weekly pay stops by 11:00 AM	29	30	31 Bi-weekly Pay Day for PPE 5/17 Bi-weekly Pay Period End Monthly Pay Day	

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# June 2024

20 working day  
160 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Bi-weekly TCP approvals for PPE 5/31 due 11:59 PM	5	6 Bi-weekly Payroll Processing	7 Bi-weekly Payroll Processing	8
9	10 **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 5/31 due 11:59 PM	11  Bi-weekly pay stops by 11:00 AM	12	13	14 Bi-weekly Pay Day for PPE 5/31  Bi-weekly Pay Period End	15
16	17 Bi-weekly TCP approvals for PPE 6/14 due 10am  Bi-weekly Payroll Processing	18  Bi-weekly Payroll Processing Monthly Payroll Processing	19 Juneteenth Observed Banks closed  CSU HOLIDAY	20  Monthly Payroll Processing	21  Monthly Payroll Processing	22
23	24	25  Monthly pay stops by 11:00 AM Bi-weekly pay stops by 11:00 AM	26  Last day to request PPDAs for FY 23	27	28 Bi-weekly Pay Day for PPE 6/14 Bi-weekly Pay Period End  Monthly Pay Day	29
30						

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# July 2024

23 working day  
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Bi-weekly TCP approvals for PPE 6/28 due 10:00 AM	3 Bi-weekly Payroll Processing	4 Independence Day CSU Holiday Banks closed	5 Bi-weekly Payroll Processing	6
7	8	9 Bi-weekly pay stops by 11:00 AM	10 **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 6/30 due 11:59 PM	11	12 Bi-weekly Pay Day for PPE 6/28  Bi-weekly Pay Period End	13
14	15	16 Bi-weekly TCP approvals for PPE 7/12 due 11:59 PM	17	18 Bi-weekly Payroll Processing	19 Bi-weekly Payroll Processing  Monthly Payroll Processing	20
21	22 Monthly Payroll Processing	23 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	24	25	26 Bi-weekly Pay Day for PPE 7/12 Bi-weekly Pay Period End  Monthly pay stops by 11:00 AM	27
28	29	30 Bi-weekly TCP approvals for PPE 7/26 due 11:59 PM	31 Monthly Pay Day			

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# August 2024

22 working day  
176 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Bi-weekly Payroll Processing	2 Bi-weekly Payroll Processing	3
					Summer classes end	
4	5	6 Bi-weekly pay stops by 11:00 AM	7	8	9 Bi-weekly Pay Day for PPE 7/26 Bi-weekly Pay Period End **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 7/31 due 11:59 PM	10
11	12	13 Bi-weekly TCP approvals for PPE 8/9 due 11:59 PM	14	15 Bi-weekly Payroll Processing	16 Bi-weekly Payroll Processing	17
18	19 Monthly Payroll Processing Fall classes begin	20 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	21 Monthly Payroll Processing	22	23 Bi-weekly Pay Day for PPE 8/9 Bi-weekly Pay Period End	24
25	26	27 Bi-weekly TCP approvals for PPE 8/23 due 11:59 PM Monthly pay stops by 11:00 AM	28	29 Bi-weekly Payroll Processing	30 Bi-weekly Payroll Processing Monthly Pay Day	31

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# September 2024

21 working day  
168 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day CSU Holiday Banks closed	3 Bi-weekly pay stops by 11:00 AM	4	5	6 Bi-weekly Pay Day for PPE 8/23 Bi-weekly Pay Period End	7
8	9	10 Bi-weekly TCP approvals for PPE 9/6 due 11:59 PM  **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 8/31 due 11:59 PM	11	12 Bi-weekly Payroll Processing	13 Bi-weekly Payroll Processing	14
15	16	17 Bi-weekly pay stops by 11:00 AM	18 Monthly Payroll Processing	19 Monthly Payroll Processing	20 Bi-weekly Pay Day for PPE 9/6 Bi-weekly Pay Period End Monthly Payroll Processing	21
22	23	24 Bi-weekly TCP approvals for PPE 9/20 due 11:59 PM	25 Monthly pay stops by 11:00 AM	26 Bi-weekly Payroll Processing	27 Bi-weekly Payroll Processing	28
29	30 Monthly Pay Day					

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# October 2024

23 working day  
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Bi-weekly pay stops by 11:00 AM	2	3	4 Bi-weekly Pay Day for PPE 9/20 Bi-weekly Pay Period End	5
6	7	8 Bi-weekly TCP approvals for PPE 10/4 due 11:59 PM	9	10 Bi-weekly Payroll Processing  **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 9/30 due 11:59 PM	11 Bi-weekly Payroll Processing	12
13	14 Columbus Day Banks closed	15 Bi-weekly pay stops by 11:00 AM	16 Monthly Payroll Processing	17 Monthly Payroll Processing	18 Bi-weekly Pay Day for PPE 10/4 Bi-weekly Pay Period End  Monthly Payroll Processing	19
20	21	22 Bi-weekly TCP approvals for PPE 10/18 due 11:59 PM	23	24 Bi-weekly Payroll Processing	25 Bi-weekly Payroll Processing	26
27	28 Monthly pay stops by 11:00 AM	29 Bi-weekly pay stops by 11:00 AM	30	31 Monthly Pay Day		

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# November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Bi-weekly Pay Day for PPE 10/18 Bi-weekly Pay Period End	2
3	4	5 Bi-weekly TCP approvals for PPE 11/1 due 11:59 PM	6	7 Bi-weekly Payroll Processing	8 Bi-weekly Payroll Processing	9
10	11 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 10/31 due 11:59 PM Veterans Day Banks closed	12 Bi-weekly pay stops by 11:00 AM	13	14	15 Bi-weekly Pay Day for PPE 11/1 Bi-weekly Pay Period End	16
17	18 Bi-weekly TCP approvals for PPE 11/15 due 10:00 AM Bi-weekly Payroll Processing	19 Bi-weekly Payroll Processing Monthly Payroll Processing	20 Monthly Payroll Processing	21 Monthly Payroll Processing	22 Monthly pay stops by 11:00 AM Bi-weekly pay stops by 11:00 AM	23
24	25	26	27	28 Thanksgiving Day CSU Holiday Banks closed	29 Bi-weekly Pay Day for PPE 11/15 Bi-weekly Pay Period End CSU Holiday Monthly Pay Day	30
CSU Fall Recess						

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# December 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Bi-weekly TCP approvals for PPE 11/29 due 11:59 PM	4	5 Bi-weekly Payroll Processing	6 Bi-weekly Payroll Processing	7
8	9	10 **Deadline for Monthly paper work to be submitted  Monthly TCP approvals for PPE 11/30 due 11:59 PM  Bi-weekly pay stops by 11:00 AM	11	12	13 Last day of fall classes Bi-weekly Pay Day for PPE 11/29 Bi-weekly Pay Period End	14
15	16 Bi-weekly TCP approvals for PPE 12/13 due 10:00 AM Bi-weekly Payroll Processing	17 Bi-weekly Payroll Processing Monthly Payroll Processing	18 Monthly Payroll Processing	19 Monthly Payroll Processing	20 Monthly pay stops by 9:00 AM Bi-weekly pay stops by 11:00 AM	21
FINAL EXAMS						
22	23	24	25 Christmas Day CSU Holiday Banks closed	26 CSU Holiday	27 Bi-weekly Pay Day for PPE 12/13 Bi-weekly Pay Period End CSU Holiday	28
29	30	31 Monthly Pay Day				

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