

| <b>NOTE</b>   |          |          |          |          |          |  |
|---|----------|----------|----------|----------|----------|--|
| TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 07/03/23   |          |          |          |          |          |  |
| 20230714 B  | 07/01/23 | 07/14/23 | 07/21/23 | 07/10/23 | 07/17/23 |  |
| 20230811 B  | 07/29/23 | 08/11/23 | 08/18/23 | 08/07/23 | 08/14/23 |  |
| 20230908 B  | 08/26/23 | 09/08/23 | 09/15/23 | 09/05/23 | 09/11/23 |  |
| 20230922 B  | 09/09/23 | 09/22/23 | 09/29/23 | 09/18/23 | 09/25/23 |  |
| 20231006 B  | 09/23/23 | 10/06/23 | 10/13/23 | 10/02/23 | 10/09/23 |  |
| 20231020 B  | 10/07/23 | 10/20/23 | 10/27/23 | 10/16/23 | 10/23/23 |  |
| 20231103 B  | 10/21/23 | 11/03/23 | 11/09/23 | 10/30/23 | 11/06/23 |  |
| <b>** 2-Day Payroll &gt; NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 11/06/23</b>              |          |          |          |          |          |  |
| 20231117 B  | 11/04/23 | 11/17/23 | 11/22/23 | 11/13/23 | 11/16/23 |  |
| <b>** NOTE: Time for Wed. 11/15 through Fri. 11/17/23 will be estimated &amp; approved early</b>                                |          |          |          |          |          |  |
| <b>** Treat like a 2-Day Payroll &gt; NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Thu. 11/16/23</b> |          |          |          |          |          |  |
| 20231201 B  | 11/18/23 | 12/01/23 | 12/08/23 | 11/27/23 | 12/04/23 |  |
| 20231215 B  | 12/02/23 | 12/15/23 | 12/21/23 | 12/04/23 | 12/11/23 |  |
| <b>** NOTE: Time for Mon. 12/11 through Fri. 12/15/23 will be estimated &amp; approved early</b>                                |          |          |          |          |          |  |
| 20231229 B  | 12/16/23 | 12/29/23 | 01/05/24 | 12/18/23 | 01/02/24 |  |
| <b>** Approvers are encouraged to complete entries for non-HLB days and approve ALL before Winter Break!!</b>                   |          |          |          |          |          |  |
| <b>** 2-Day Payroll &gt; NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Tue. 01/02/24</b>              |          |          |          |          |          |  |
| 20240112 B  | 12/30/23 | 01/12/24 | 01/19/24 | 01/08/24 | 01/16/24 |  |
| <b>** 2-Day Payroll &gt; NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Tue. 01/16/24</b>              |          |          |          |          |          |  |
| 20240126 B  | 01/13/24 | 01/26/24 | 02/02/24 | 01/22/24 | 01/29/24 |  |
| 20240209 B  | 01/27/24 | 02/09/24 | 02/16/24 | 02/05/24 | 02/12/24 |  |
| 20240223 B  | 02/10/24 | 02/23/24 | 03/01/24 | 02/19/24 | 02/26/24 |  |
| 20240308 B  | 02/24/24 | 03/08/24 | 03/15/24 | 03/04/24 | 03/11/24 |  |
| 20240322 B  | 03/09/24 | 03/22/24 | 03/28/24 | 03/18/24 | 03/25/24 |  |
| <b>** 2-Day Payroll &gt; NOTE: TIMEaccess and Extra Comp Approval Deadline is 12:00 PM (noon) on Mon. 03/25/24</b>              |          |          |          |          |          |  |
| 20240405 B  | 03/23/24 | 04/05/24 | 04/12/24 | 04/01/24 | 04/08/24 |  |
| 20240419 B  | 04/06/24 | 04/19/24 | 04/26/24 | 04/15/24 | 04/22/24 |  |
| 20240503 B  | 04/20/24 | 05/03/24 | 05/10/24 | 04/29/24 | 05/06/24 |  |
| 20240517 B  | 05/04/24 | 05/17/24 | 05/24/24 | 05/13/24 | 05/20/24 |  |
| 20240531 B  | 05/18/24 | 05/31/24 | 06/07/24 | 05/28/24 | 06/03/24 |  |

<sup>1</sup> Note: Create Paysheets will begin at 2:30 PM on date listed except for 2-Day Processing payrolls (which will begin at 11:30 AM)

Work Study Program Jobs: August 12, 2023 through May 03, 2024  
 Regular Student Workers Jobs: August 12, 2023 through May 17, 2024

| Pay Run ID | Beginning | Ending   | Pay Date | Hire Form Due Date | TIMEaccess & Extra Comp Approval Date |
|------------|-----------|----------|----------|--------------------|---------------------------------------|
| 20240419B  |           |          |          |                    |                                       |
| 20240131 M | 01/01/24  | 01/31/24 | 01/31/24 | 01/08/24           | 01/18/24                              |
| 20240228 M | 02/01/24  |          | 02/29/24 | 02/06/24           | 02/15/24                              |
| 20240331 M | 03/01/24  | 03/31/24 | 03/28/24 | 03/05/24           | 03/14/24                              |
| 20240430 M | 04/01/24  | 04/30/24 | 04/30/24 | 04/03/24           | 04/12/24                              |
| 20240531 M | 05/01/24  | 05/31/24 | 05/31/24 | 05/07/24           | 05/16/24                              |
|            |           |          |          |                    |                                       |
|            |           |          |          |                    |                                       |
|            |           |          |          |                    |                                       |
|            |           |          |          |                    |                                       |