

# Washburn University Finance Office

## Pay Calendars – 2024

The pay calendars below are broken down by type of employee: student, non-exempt staff, and faculty and exempt staff. These calendars apply to both Washburn University and Washburn Tech employees.

### Student Pay Calendar - 2024

Timesheets for student employees must be **submitted for approval online by 5:00 P.M.** on the “Timesheet Due” dates indicated below. **Supervisor online approvals must be completed by 10:00 P.M.** on the “Approval Due” dates.

**No Manual checks are processed in between payroll processing dates due to non-submission of time worked.** If you miss the online submission deadline, you must fill out a paper timesheet, obtain your supervisor’s approval signature (as well as the Student Coordinator’s signature for Federal Work Study positions), and submit it to the payroll office by 9:00 A.M. on the day after the “Approval Due” date. **Late paper timesheets received after the 9:00 A.M. deadline will not be processed until the next regular scheduled pay date.**

Pay #	Pay Period	Timesheet Due			Approval Due			Pay Date
1	12/17/2023 - 12/30/2023	Tuesday	1/2/2024	5:00 PM	Wednesday	1/3/2024	10:00 PM	1/12/2024
2	12/31/2023 - 1/13/2024	Tuesday	1/16/2024	5:00 PM	Wednesday	1/17/2024	10:00 PM	1/26/2024
3	1/14/2024 - 1/27/2024	Monday	1/29/2024	5:00 PM	Tuesday	1/30/2024	10:00 PM	2/9/2024
4	1/28/2024 - 2/10/2024	Monday	2/12/2024	5:00 PM	Tuesday	2/13/2024	10:00 PM	2/23/2024
5	2/11/2024 - 2/24/2024	Monday	2/26/2024	5:00 PM	Tuesday	2/27/2024	10:00 PM	3/8/2024
6	2/25/2024 - 3/9/2024	Monday	3/11/2024	5:00 PM	Tuesday	3/12/2024	10:00 PM	3/22/2024
7	3/10/2024 - 3/23/2024	Monday	3/25/2024	5:00 PM	Tuesday	3/26/2024	10:00 PM	4/5/2024
8	3/24/2024 - 4/6/2024	Monday	4/8/2024	5:00 PM	Tuesday	4/9/2024	10:00 PM	4/19/2024
9	4/7/2024 - 4/20/2024	Monday	4/22/2024	5:00 PM	Tuesday	4/23/2024	10:00 PM	5/3/2024
10	4/21/2024 - 5/4/2024	Monday	5/6/2024	5:00 PM	Tuesday	5/7/2024	10:00 PM	5/17/2024
11	5/5/2024 - 5/18/2024	Monday	5/20/2024	5:00 PM	Tuesday	5/21/2024	10:00 PM	5/31/2024
12	5/19/2024 - 6/1/2024	Monday	6/3/2024	5:00 PM	Tuesday	6/4/2024	10:00 PM	6/14/2024
13	6/2/2024 - 6/15/2024	Monday	6/17/2024	5:00 PM	Tuesday	6/18/2024	10:00 PM	6/28/2024
14	6/16/2024 - 6/29/2024	Monday	7/1/2024	5:00 PM	Tuesday	7/2/2024	10:00 PM	7/12/2024
15	6/30/2024 - 7/13/2024	Monday	7/15/2024	5:00 PM	Tuesday	7/16/2024	10:00 PM	7/26/2024
16	7/14/2024 - 7/27/2024	Monday	7/29/2024	5:00 PM	Tuesday	7/30/2024	10:00 PM	8/9/2024
17	7/28/2024 - 8/10/2024	Monday	8/12/2024	5:00 PM	Tuesday	8/13/2024	10:00 PM	8/23/2024
18	8/11/2024 - 8/24/2024	Monday	8/26/2024	5:00 PM	Tuesday	8/27/2024	10:00 PM	9/6/2024
19	8/25/2024 - 9/7/2024	Monday	9/9/2024	5:00 PM	Tuesday	9/10/2024	10:00 PM	9/20/2024
20	9/8/2024 - 9/21/2024	Monday	9/23/2024	5:00 PM	Tuesday	9/24/2024	10:00 PM	10/4/2024
21	9/22/2024 - 10/5/2024	Monday	10/7/2024	5:00 PM	Tuesday	10/8/2024	10:00 PM	10/18/2024
22	10/6/2024 - 10/19/2024	Monday	10/21/2024	5:00 PM	Tuesday	10/22/2024	10:00 PM	11/1/2024
23	10/20/2024 - 11/2/2024	Monday	11/4/2024	5:00 PM	Tuesday	11/5/2024	10:00 PM	11/15/2024
24	11/3/2024 - 11/16/2024	Monday	11/18/2024	5:00 PM	Tuesday	11/19/2024	10:00 PM	11/29/2024
25	11/17/2024 - 11/30/2024	Monday	12/2/2024	5:00 PM	Tuesday	12/3/2024	10:00 PM	12/13/2024
26	12/1/2024 - 12/14/2024	Monday	12/16/2024	5:00 PM	Tuesday	12/17/2024	10:00 PM	12/27/2024

# Washburn University Finance Office

## Non-Exempt Staff (Bi-weekly) Pay Calendar - 2024

Timesheets for non-exempt staff must be **submitted for approval online** (via web time entry or departmental time entry) **by noon** on the “Timesheet Due” dates indicated below. **Supervisor online approvals must be completed by 10:00 P.M.** on the “Approval Due” dates. Approved paper timesheets must be received in Payroll by 9:00 A.M. on the day after the “Timesheet Due” date.

**No Manual checks are processed in between payroll processing dates due to non-submission of time worked.** If you miss the online submission deadline, you must fill out a paper timesheet, obtain your supervisor’s approval signature, and submit it to the payroll office by 9:00 A.M. on the day after the “Approval Due” date. **Late paper timesheets received after the 9:00 A.M. deadline will not be processed until the next regular scheduled pay date.**

#	Pay Period	Timesheet Due	Approval Due	Pay Date
1	12/24/2023 - 1/6/2024	Monday 1/8/2024 12:00 PM (noon)	Monday 1/8/2024 10:00 PM	1/12/2024
2	1/7/2024 - 1/20/2024	Monday 1/22/2024 12:00 PM (noon)	Monday 1/22/2024 10:00 PM	1/26/2024
3	1/21/2024 - 2/3/2024	Monday 2/5/2024 12:00 PM (noon)	Monday 2/5/2024 10:00 PM	2/9/2024
4	2/4/2024 - 2/17/2024	Monday 2/19/2024 12:00 PM (noon)	Monday 2/19/2024 10:00 PM	2/23/2024
5	2/18/2024 - 3/2/2024	Monday 3/4/2024 12:00 PM (noon)	Monday 3/4/2024 10:00 PM	3/8/2024
6	3/3/2024 - 3/16/2024	Monday 3/18/2024 12:00 PM (noon)	Monday 3/18/2024 10:00 PM	3/22/2024
7	3/17/2024 - 3/30/2024	Monday 4/1/2024 12:00 PM (noon)	Monday 4/1/2024 10:00 PM	4/5/2024
8	3/31/2024 - 4/13/2024	Monday 4/15/2024 12:00 PM (noon)	Monday 4/15/2024 10:00 PM	4/19/2024
9	4/14/2024 - 4/27/2024	Monday 4/29/2024 12:00 PM (noon)	Monday 4/29/2024 10:00 PM	5/3/2024
10	4/28/2024 - 5/11/2024	Monday 5/13/2024 12:00 PM (noon)	Monday 5/13/2024 10:00 PM	5/17/2024
11	5/12/2024 - 5/25/2024	<b>Tuesday 5/28/2024 12:00 PM (noon)</b>	<b>Tuesday 5/28/2024 10:00 PM</b>	5/31/2024
12	5/26/2024 - 6/8/2024	Monday 6/10/2024 12:00 PM (noon)	Monday 6/10/2024 10:00 PM	6/14/2024
13	6/9/2024 - 6/22/2024	Monday 6/24/2024 12:00 PM (noon)	Monday 6/24/2024 10:00 PM	6/28/2024
14	6/23/2024 - 7/6/2024	Monday 7/8/2024 12:00 PM (noon)	Monday 7/8/2024 10:00 PM	7/12/2024
15	7/7/2024 - 7/20/2024	Monday 7/22/2024 12:00 PM (noon)	Monday 7/22/2024 10:00 PM	7/26/2024
16	7/21/2024 - 8/3/2024	Monday 8/5/2024 12:00 PM (noon)	Monday 8/5/2024 10:00 PM	8/9/2024
17	8/4/2024 - 8/17/2024	Monday 8/19/2024 12:00 PM (noon)	Monday 8/19/2024 10:00 PM	8/23/2024
18	8/18/2024 - 8/31/2024	<b>Tuesday 9/3/2024 12:00 PM (noon)</b>	<b>Tuesday 9/3/2024 10:00 PM</b>	9/6/2024
19	9/1/2024 - 9/14/2024	Monday 9/16/2024 12:00 PM (noon)	Monday 9/16/2024 10:00 PM	9/20/2024
20	9/15/2024 - 9/28/2024	Monday 9/30/2024 12:00 PM (noon)	Monday 9/30/2024 10:00 PM	10/4/2024
21	9/29/2024 - 10/12/2024	Monday 10/14/2024 12:00 PM (noon)	Monday 10/14/2024 10:00 PM	10/18/2024
22	10/13/2024 - 10/26/2024	Monday 10/28/2024 12:00 PM (noon)	Monday 10/28/2024 10:00 PM	11/1/2024
23	10/27/2024 - 11/9/2024	Monday 11/11/2024 12:00 PM (noon)	Monday 11/11/2024 10:00 PM	11/15/2024
24	11/10/2024 - 11/23/2024	Monday 11/25/2024 12:00 PM (noon)	Monday 11/25/2024 10:00 PM	11/29/2024
25	11/24/2024 - 12/7/2024	Monday 12/9/2024 12:00 PM (noon)	Monday 12/9/2024 10:00 PM	12/13/2024
26	12/8/2024 - 12/21/2024	<b>Monday 12/23/2024 10:00 AM</b>	<b>Monday 12/23/2024 12:00 PM</b>	12/27/2024

# Washburn University Finance Office

## Faculty and Exempt Staff Pay Calendar - 2024

Timesheets for exempt staff, which are used to report personal and/or sick leave taken, must be **submitted for approval online** (via web time entry or departmental time entry) **by 5:00 P.M.** on the “Online Timesheet Due” dates indicated below. Employees should report leave for the entire pay period on the timesheet, including planned leave that occurs after the submission deadline. **Any changes to your reported leave, that are determined after the timesheet approval deadline, should be sent to Human Resources so they can correct your used leave balances.**

Supervisor online approvals must be completed by **10:00 P.M.** on the “Online Approval Due” dates.

**Note: December deadlines are a bit earlier than usual due to the Winter Holiday Closing.**

VPAA will send out notices to departments about the due dates for **Supplemental Pay forms**. These are typically **due to VPAA at least a week earlier than the due dates indicated below**. No Manual checks are processed in between payroll processing dates due to late submission of Supplemental Pay forms. If you miss the deadline for submission (to VPAA) you will not be paid for those supplemental wages until the next regular scheduled pay date.

Pay #	Pay Period	Online Timesheet Due			Online Approval Due			Pay Date	
1	January	Wednesday	1/24/2024	5:00 PM	Thursday	1/25/2024	10:00 PM	Wednesday	1/31/2024
2	February	Thursday	2/22/2024	5:00 PM	Friday	2/23/2024	10:00 PM	Thursday	2/29/2024
3	March	Friday	3/22/2024	5:00 PM	Monday	3/25/2024	10:00 PM	Friday	3/29/2024
4	April	Monday	4/22/2024	5:00 PM	Tuesday	4/23/2024	10:00 PM	Tuesday	4/30/2024
5	May	Thursday	5/23/2024	5:00 PM	Friday	5/24/2024	10:00 PM	Friday	5/31/2024
6	June	Thursday	6/20/2024	5:00 PM	Friday	6/21/2024	10:00 PM	Friday	6/28/2024
7	July	Wednesday	7/24/2024	5:00 PM	Thursday	7/25/2024	10:00 PM	Wednesday	7/31/2024
8	August	Friday	8/23/2024	5:00 PM	Monday	8/26/2024	10:00 PM	Friday	8/30/2024
9	September	Monday	9/23/2024	5:00 PM	Tuesday	9/24/2024	10:00 PM	Monday	9/30/2024
10	October	Thursday	10/24/2024	5:00 PM	Friday	10/25/2024	10:00 PM	Thursday	10/31/2024
11	November	Wednesday	11/20/2024	5:00 PM	Thursday	11/21/2024	10:00 PM	Wednesday	11/27/2024
12	December	Monday	12/16/2024	5:00 PM	Tuesday	12/17/2024	10:00 PM	Monday	12/23/2024