

UTSA Payroll Services

2023-2024 SEMI-MONTHLY PAY DATES

| Pay Period Beginning Date | Pay Period Ending Date | Payday |
|---------------------------|------------------------|------------|
| 8/16/2023 | 8/31/2023 | 9/8/2023 |
| 9/1/2023 | 9/15/2023 | 9/22/2023 |
| 9/16/2023 | 9/30/2023 | 10/6/2023 |
| 10/1/2023 | 10/15/2023 | 10/20/2023 |
| 10/16/2023 | 10/31/2023 | 11/7/2023 |
| 11/1/2023 | 11/15/2023 | 11/22/2023 |
| 11/16/2023 | 11/30/2023 | 12/7/2023 |
| 12/1/2023 | 12/15/2023 | 12/22/2023 |
| 12/16/2023 | 12/31/2023 | 1/8/2024 |
| 1/1/2024 | 1/15/2024 | 1/22/2024 |
| 1/16/2024 | 1/31/2024 | 2/7/2024 |
| 2/1/2024 | 2/15/2024 | 2/22/2024 |
| 2/16/2024 | 2/28/2024 | 3/7/2024 |
| 3/1/2024 | 3/15/2024 | 3/22/2024 |
| 3/16/2024 | 3/31/2024 | 4/5/2024 |
| 4/1/2024 | 4/15/2024 | 4/22/2024 |
| 4/16/2024 | 4/30/2024 | 5/7/2024 |
| 5/1/2024 | 5/15/2024 | 5/22/2024 |
| 5/16/2024 | 5/31/2024 | 6/7/2024 |
| 6/1/2024 | 6/15/2024 | 6/21/2024 |
| 6/16/2024 | 6/30/2024 | 7/8/2024 |
| 7/1/2024 | 7/15/2024 | 7/22/2024 |
| 7/16/2024 | 7/31/2024 | 8/7/2024 |
| 8/1/2024 | 8/15/2024 | 8/22/2024 |
| 8/16/2024 | 8/31/2024 | 9/9/2024 |

Hourly employees are paid on a semi-monthly basis as listed per the schedule above.

Note: Hourly employee MUST complete and submit their timesheet and they must be approved by their supervisor in PeopleSoft according to the Timesheet Deadline Schedule to have their hours processed in time to be paid according to the calendar above.