

UTSA Payroll Services

2023 - 2024 Semi-Monthly Timesheet Deadlines			
Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
8/16/23	8/20/23	8/21/23	8/23/23
8/21/23	8/27/23	8/28/23	8/30/23
8/28/23	8/31/23	9/1/2023***	9/1/2023***
9/1/23	9/3/23	9/5/23	9/6/23
9/4/23	9/10/23	9/11/23	9/13/23
9/11/23	9/15/23	9/18/23	9/19/23
9/18/23	9/24/23	9/25/23	9/27/23
9/25/23	9/30/23	10/02/23	10/04/23
10/02/23	10/08/23	10/09/23	10/11/23
10/09/23	10/15/23	10/16/23	10/18/23
10/16/23	10/22/23	10/23/23	10/25/23
10/23/25	10/29/23	10/30/23	11/01/23
10/30/23	10/31/23	11/01/23	11/01/23
11/01/23	11/05/23	11/06/23	11/08/23
11/06/23	11/12/23	11/13/23	11/15/23
11/13/23	11/15/23	11/16/23	11/17/23
11/16/23	11/19/23	11/20/23	11/22/23
11/20/23	11/26/23	11/27/23	11/29/23
11/27/23	11/30/23	12/01/23	12/04/23
12/01/23	12/03/24	12/04/23	12/06/23
12/04/23	12/10/23	12/11/23	12/13/23
12/11/23	12/15/23	12/18/23	12/19/23
12/18/23	12/24/23	12/26/23	12/27/23
12/25/23	12/31/23	01/02/24	01/03/24
01/01/24	01/07/24	01/08/24	01/10/24
01/08/24	01/14/24	01/16/24	01/17/24
01/15/24	01/15/24	01/16/24	01/17/24
01/16/24	01/21/24	01/22/24	01/24/24
01/22/24	01/28/24	01/29/24	01/31/24
01/29/24	01/31/24	02/01/24	02/02/24
02/01/24	02/04/24	02/05/24	02/07/24
02/05/24	02/11/24	02/12/24	02/14/24
02/12/24	02/15/24	02/16/24	02/19/24
02/16/24	02/18/24	02/19/24	02/21/24
02/19/24	02/25/24	02/26/24	02/28/24

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates

***Time must be approved for payroll processing day deadline

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2023 - 2024 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
02/26/24	02/29/24	03/01/24	03/04/24
03/01/24	03/03/24	03/04/24	03/06/24
03/04/24	03/10/24	03/11/24	03/13/24
03/11/24	03/15/24	03/18/24	03/19/24
03/18/24	03/24/24	03/25/24	03/27/24
03/25/24	03/31/24	04/01/24	04/02/23
04/01/24	04/07/24	04/08/24	04/10/24
04/08/24	04/14/24	04/15/24	04/17/24
04/15/24	04/15/24	04/16/24	04/17/24
04/16/24	04/21/24	04/22/24	04/24/24
04/22/24	04/28/24	04/29/24	05/01/24
04/29/24	04/30/24	05/01/24	05/02/24
05/01/24	05/05/24	05/06/24	05/08/24
05/06/24	05/12/24	05/13/24	05/15/24
05/13/24	05/15/24	05/16/24	05/17/24
05/16/24	05/19/24	05/20/24	05/22/24
05/20/24	05/26/24	05/28/24	05/29/24
05/27/24	05/31/24	06/03/24	06/04/24
06/03/24	06/09/24	06/10/24	06/12/24
06/10/24	06/15/24	06/17/24	06/18/24
06/17/24	06/23/24	06/24/24	06/26/24
06/24/24	06/30/24	07/01/24	07/02/24
07/01/24	07/07/24	07/08/24	07/10/24
07/08/24	07/14/24	07/15/24	07/17/24
07/15/24	07/15/24	07/16/24	07/17/24
07/16/24	07/21/24	07/22/24	07/24/24
07/22/24	07/28/24	07/29/24	07/31/24
07/29/24	07/31/24	08/01/24	08/02/24
08/01/24	08/04/24	08/05/24	08/07/24
08/05/24	08/11/24	08/12/24	08/14/24
08/12/24	08/15/24	08/16/24	08/19/24
08/19/24	08/25/24	08/26/24	08/28/24
08/26/24	08/31/24	09/03/24	09/03/24
09/02/24	09/08/24	09/09/24	09/11/24
09/09/24	09/15/24	09/16/24	09/17/24
09/16/24	09/22/24	09/23/24	09/25/24
09/23/24	09/29/24	09/30/24	10/02/24
09/30/24	09/30/24	10/01/24	10/02/24

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