

FY 2024 eForm Deadlines
to Update Department Budget Table Funding on Positions
Semi Monthly and Monthly Pay Cycles

| Fiscal Year | Pay Period Begin | Pay Period End | Pay Cycle | Received for Budget Approval Deadline Date* | Deadline Time (for 3 PM BTU) |
|-------------|--|----------------|--|--|---------------------------------|
| 2024 | 9/1/2023 | 9/15/2023 | Semi-Monthly | Friday, September 15, 2023 | 2:00 PM |
| 2024 | 9/1/2023 | 9/30/2023 | Monthly | Friday, September 15, 2023 | 2:00 PM |
| 2024 | 9/16/2023 | 9/30/2023 | Semi-Monthly | Friday, September 29, 2023 | 2:00 PM |
| 2024 | 10/1/2023 | 10/15/2023 | Semi-Monthly | Friday, October 13, 2023 | 2:00 PM |
| 2024 | 10/1/2023 | 10/31/2023 | Monthly | Friday, October 13, 2023 | 2:00 PM |
| 2024 | 10/16/2023 | 10/31/2023 | Semi-Monthly | Tuesday, October 31, 2023 | 2:00 PM |
| 2024 | 11/1/2023 | 11/15/2023 | Semi-Monthly | Wednesday, November 15, 2023 | 2:00 PM |
| 2024 | 11/1/2023 | 11/30/2023 | Monthly** | Wednesday, November 15, 2023 | 2:00 PM |
| 2024 | 11/16/2023 | 11/30/2023 | Semi-Monthly | Thursday, November 30, 2023 | 2:00 PM |
| 2024 | 12/1/2023 | 12/15/2023 | Semi-Monthly | Friday, December 15, 2023 | 2:00 PM |
| 2024 | 12/1/2023 | 12/31/2023 | Monthly** | Tuesday, December 12, 2023 | 2:00 PM |
| 2024 | 12/16/2023 | 12/31/2023 | Semi-Monthly** | Friday, December 22, 2023 | 2:00 PM |
| 2024 | 1/1/2024 | 1/15/2024 | Semi-Monthly | Friday, January 12, 2024 | 2:00 PM |
| 2024 | 1/1/2024 | 1/31/2024 | Monthly | Monday, January 15, 2024 | 2:00 PM |
| 2024 | 1/16/2024 | 1/31/2024 | Semi-Monthly | Wednesday, January 31, 2024 | 2:00 PM |
| 2024 | 2/1/2024 | 2/15/2024 | Semi-Monthly | Thursday, February 15, 2024 | 2:00 PM |
| 2024 | 2/1/2024 | 2/28/2024 | Monthly | Thursday, February 15, 2024 | 2:00 PM |
| 2024 | 2/16/2024 | 2/28/2024 | Semi-Monthly | Wednesday, February 28, 2024 | 2:00 PM |
| 2024 | 3/1/2024 | 3/15/2024 | Semi-Monthly | Friday, March 15, 2024 | 2:00 PM |
| 2024 | 3/1/2024 | 3/31/2024 | Monthly | Friday, March 15, 2024 | 2:00 PM |
| 2024 | 3/16/2024 | 3/31/2024 | Semi-Monthly | Friday, March 29, 2024 | 2:00 PM |
| 2024 | 4/1/2024 | 4/15/2024 | Semi-Monthly | Monday, April 15, 2024 | 2:00 PM |
| 2024 | 4/1/2024 | 4/30/2024 | Monthly | Monday, April 15, 2024 | 2:00 PM |
| 2024 | 4/16/2024 | 4/30/2024 | Semi-Monthly | Monday, April 29, 2024 | 2:00 PM |
| 2024 | 5/1/2024 | 5/15/2024 | Semi-Monthly | Wednesday, May 15, 2024 | 2:00 PM |
| 2024 | 5/1/2024 | 5/31/2024 | Monthly | Wednesday, May 15, 2024 | 2:00 PM |
| 2024 | 5/16/2024 | 5/31/2024 | Semi-Monthly | Friday, May 31, 2024 | 2:00 PM |
| 2024 | 6/1/2024 | 6/15/2024 | Semi-Monthly | Thursday, June 13, 2024 | 2:00 PM |
| 2024 | 6/1/2024 | 6/30/2024 | Monthly | Friday, June 14, 2024 | 2:00 PM |
| 2024 | 6/16/2024 | 6/30/2024 | Semi-Monthly | Friday, June 28, 2024 | 2:00 PM |
| 2024 | Last Day to Request Retro Dated Work Study Corrections** | 6/30/2024 | All Payrolls | Tuesday, July 9, 2024 | 2:00 PM |
| 2024 | 7/1/2024 | 7/15/2024 | Semi-Monthly | Monday, July 15, 2024 | 2:00 PM |
| 2024 | 7/1/2024 | 7/31/2024 | Monthly | Monday, July 15, 2024 | 2:00 PM |
| 2024 | 7/16/2024 | 7/31/2024 | Semi-Monthly | Wednesday, July 31, 2024 | 2:00 PM |
| 2024 | 8/1/2024 | 8/15/2024 | Semi-Monthly | Thursday, August 15, 2024 | 2:00 PM |
| 2024 | 8/1/2024 | 8/31/2024 | Monthly | Thursday, August 15, 2024 | 2:00 PM |
| 2024 | 8/16/2024 | 8/31/2024 | Semi-Monthly | Wednesday, August 21, 2024 | 2:00 PM |
| 2024 | Last Day to Process Retro Dated Funding Changes for Fiscal Year | June - August | All Semi-Monthly and Monthly Payrolls | Wednesday, August 21, 2024 | 2:00 PM |

*Dates eForm must be in Budget Approval Process; also note dates subject to change depending on Payroll Calendar

**Earlier deadlines to account for Holidays