

# UTSA Payroll Services

## FY 2024 Monthly eForm Deadlines for Additional Pay

| Fiscal Year | Pay Period Begin | Pay Period End | Pay Cycle | Deadline Date* | Deadline Time |
|-------------|------------------|----------------|-----------|----------------|---------------|
| 2024        | 9/1/2023         | 9/30/2023      | Monthly   | 9/19/2023      | 4:00 PM       |
| 2024        | 10/1/2023        | 10/31/2023     | Monthly   | 10/19/2023     | 4:00 PM       |
| 2024        | 11/1/2023        | 11/30/2023     | Monthly** | 11/17/2023     | 4:00 PM       |
| 2024        | 12/1/2023        | 12/31/2023     | Monthly** | 12/11/2023     | 4:00 PM       |
| 2024        | 1/1/2024         | 1/31/2024      | Monthly   | 1/19/2024      | 4:00 PM       |
| 2024        | 2/1/2024         | 2/28/2024      | Monthly   | 2/19/2024      | 4:00 PM       |
| 2024        | 3/1/2024         | 3/31/2024      | Monthly   | 3/19/2024      | 4:00 PM       |
| 2024        | 4/1/2024         | 4/30/2024      | Monthly   | 4/19/2024      | 4:00 PM       |
| 2024        | 5/1/2024         | 5/31/2024      | Monthly   | 5/17/2024      | 4:00 PM       |
| 2024        | 6/1/2024         | 6/30/2024      | Monthly   | 6/18/2024      | 4:00 PM       |
| 2024        | 7/1/2024         | 7/31/2024      | Monthly   | 7/19/2024      | 4:00 PM       |
| 2024        | 8/1/2024         | 8/31/2024      | Monthly   | 8/20/2024      | 4:00 PM       |

### Additional Pay eForms Guidelines:

Additional Pay eForms must be **fully approved**, without errors and received by the deadline to process for payment.

Additional pay not fully approved or received after the deadline will be paid on the following monthly payroll.

Supplemental Pay, additional pay, is non-eligible pay type category for Off-cycle checks per Financial Guidelines.

Please allow time for routing for full approval.

**\*\*Earlier deadlines to account for Holidays**