

2024 BIWEEKLY PAYROLL CALENDAR

Payroll ID** and Number	Period Covered	PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM ****(Tuesday)****	Employee Web Time Entry Before 10:00 AM ^(a)	Kronos Timekeeping And Web Time Entry Supervisor Approval Before 1:00 PM ^(a)	Amended/Manual Timesheets For Current Period Due In Payroll Before Before 5:00 M ^(b)	Check Date
BW/BH/BI 01	12/17/2023 - 12/30/2023	12/26/2023	01/01/2024	01/01/2024	01/01/2024	01/05/2024
BW/BH/BI 02	12/31/2023 - 01/13/2024	01/09/2024	01/15/2024	01/15/2024	01/15/2024	01/19/2024
BW/BH/BI 03	01/14/2024 - 01/27/2024	01/23/2024	01/29/2024	01/29/2024	01/29/2024	02/02/2024
BW/BH/BI 04	01/28/2024 - 02/10/2024	02/06/2024	02/12/2024	02/12/2024	02/12/2024	02/16/2024
BW/BH/BI 05	02/11/2024 - 02/24/2024	02/20/2024	02/26/2024	02/26/2024	02/26/2024	03/01/2024
BW/BH/BI 06	02/25/2024 - 03/09/2024	03/05/2024	03/11/2024	03/11/2024	03/11/2024	03/15/2024
BW/BH/BI 07	03/10/2024 - 03/23/2024	03/19/2024	03/25/2024	03/25/2024	03/25/2024	03/29/2024
BW/BH/BI 08	03/24/2024 - 04/06/2024	04/02/2024	04/08/2024	04/08/2024	04/08/2024	04/12/2024
BW/BH/BI 09	04/07/2024 - 04/20/2024	04/16/2024	04/22/2024	04/22/2024	04/22/2024	04/26/2024
BW/BH/BI 10	04/21/2024 - 05/04/2024	04/30/2024	05/06/2024	05/06/2024	05/06/2024	05/10/2024
BW/BH/BI 11	05/05/2024 - 05/18/2024	05/14/2024	05/20/2024	05/20/2024	05/20/2024	05/24/2024
BW/BH/BI 12	05/19/2024 - 06/01/2024	05/28/2024	06/03/2024	06/03/2024	06/03/2024	06/07/2024
BW/BH/BI 13	06/02/2024 - 06/15/2024	06/11/2024	06/17/2024	06/17/2024	06/17/2024	06/21/2024
BW/BH/BI 14	06/16/2024 - 06/29/2024	06/25/2024	07/01/2024	07/01/2024	07/01/2024	07/05/2024
BW/BH/BI 15	06/30/2024 - 07/13/2024	07/09/2024	07/15/2024	07/15/2024	07/15/2024	07/19/2024
BW/BH/BI 16	07/14/2024 - 07/27/2024	07/23/2024	07/29/2024	07/29/2024	07/29/2024	08/02/2024
BW/BH/BI 17	07/28/2024 - 08/10/2024	08/06/2024	08/12/2024	08/12/2024	08/12/2024	08/16/2024
BW/BH/BI 18	08/11/2024 - 08/24/2024	08/20/2024	08/26/2024	08/26/2024	08/26/2024	08/30/2024
BW/BH/BI 19	08/25/2024 - 09/07/2024	09/03/2024	09/09/2024	09/09/2024	09/09/2024	09/13/2024
BW/BH/BI 20	09/08/2024 - 09/21/2024	09/17/2024	09/23/2024	09/23/2024	09/23/2024	09/27/2024
BW/BH/BI 21	09/22/2024 - 10/05/2024	10/01/2024	10/07/2024	10/07/2024	10/07/2024	10/11/2024
BW/BH/BI 22	10/06/2024 - 10/19/2024	10/15/2024	10/21/2024	10/21/2024	10/21/2024	10/25/2024
BW/BH/BI 23	10/20/2024 - 11/02/2024	10/29/2024	11/04/2024	11/04/2024	11/04/2024	11/08/2024
BW/BH/BI 24	11/03/2024 - 11/16/2024	11/12/2024	11/18/2024	11/18/2024	11/18/2024	11/22/2024
BW/BH/BI 25	11/17/2024 - 11/30/2024	11/26/2024	12/02/2024	12/02/2024	12/02/2024	12/06/2024
BW/BH/BI 26	12/01/2024 - 12/14/2024	12/10/2024	12/16/2024	12/16/2024	12/16/2024	12/20/2024

*Deviates from the normal deadline

Dates may be subject to change due to unforeseen circumstances

** BW = USA; BH = USA HealthCare Management LLC; BI = University of South Alabama Health Authority

^(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

^(b) Note - Amended Timesheets for previous payrolls are due 6 days prior to the deadline for Current Period Timesheets

Revised 10/17/2023