March 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly / TL Appr Deadline: Weekly (3/8) / TL Appr Deadline: Biweekly (3/8) / Check Date: Stipend / Absence Approval Deadline / Absence Processing	**2**
3	**4**	**5** Payroll Open/Close: Weekly (3/8) / Payroll Open/Close: Biweekly (3/8)	**6**	**7** TL Rpt Deadline: Weekly (3/15) / Absence Reporting Deadline	**8** Check Date: Weekly / Check Date: Biweekly / TL Appr Deadline: Weekly (3/15) / Payroll Opens: TchFell (3/15) / Absence Approval Deadline / Absence Processing	**9**
10	**11** Payroll Closes: TchFell (3/15)	**12** Payroll Open/Close: Weekly (3/15)	**13**	**14** TL Rpt Deadline: Weekly (3/22) / TL Rpt Deadline: Biweekly (3/22) / Absence Reporting Deadline	**15** Check Date: Weekly / Check Date: Teaching Fellows / TL Appr Deadline: Weekly (3/22) / TL Appr Deadline: Biweekly (3/22) / Absence Accrual Cycle / Absence Approval Deadline / Absence Processing	**16**
17	**18**	**19** Payroll Open/Close: Weekly (3/22) / Payroll Open/Close: Biweekly (3/22)	**20** File Deadline: Stipend	**21** TL Rpt Deadline: Weekly (3/29) / Payroll Opens: Monthly (3/29) / Absence Reporting Deadline	**22** Check Date: Weekly / Check Date: Biweekly / TL Appr Deadline: Weekly (3/29) / Payroll Closes: Monthly (3/29) / Absence Approval Deadline / Absence Processing	**23**
24	**25**	**26** Payroll Open/Close: Weekly (3/29)	**27** Payroll Opens/Closed: Stipend (4/1)	**28** TL Rpt Deadline: Weekly (4/5) / TL Rpt Deadline: Biweekly (4/5) / Absence Reporting Deadline	**29** Check Date: Weekly / Check Date: Monthly / TL Appr Deadline: Weekly (4/5) / TL Appr Deadline: Biweekly (4/5) / Absence Approval Deadline / Absence Processing	**30**
31						

Legend	
Weekly = Yellow	Dates in Parentheses refer to the associated Check Date
Biweekly = Blue	All Dates/Deadlines subject to change
Teaching Fellows = Gold	
Monthly = Green	
Stipend = Lavender	

April 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend	**2** Payroll Open/Close: Weekly (4/5) Payroll Open/Close: Biweekly (4/5)	**3**	**4** TL Rpt Deadline: Weekly (4/12) Absence Reporting Deadline	**5** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/12) Payroll Opens: TchFell (4/15) Absence Approval Deadline Absence Processing	**6**
7	**8** Payroll Closes: TchFell (4/15)	**9** Payroll Open/Close: Weekly (4/12)	**10**	**11** TL Rpt Deadline: Weekly (4/19) TL Rpt Deadline: Biweekly (4/19) Absence Reporting Deadline	**12** Check Date: Weekly TL Appr Deadline: Weekly (4/19) TL Appr Deadline: Biweekly (4/19) Absence Approval Deadline Absence Processing	**13**
14	**15** Check Date: Teaching Fellows	**16** Payroll Open/Close: Weekly (4/19) Payroll Open/Close: Biweekly (4/19) Absence Accrual Cycle	**17** Absence Reporting Deadline	**18** TL Rpt Deadline: Weekly (4/26) File Deadline: Stipend	**19** Check Date: Weekly TL Appr Deadline: Weekly (4/26) Check Date: Biweekly Absence Approval Deadline Absence Processing	**20**
21	**22**	**23** Payroll Open/Close: Weekly (4/26)	**24** Payroll Opens: Monthly (4/30)	**25** TL Rpt Deadline: Weekly (5/3) TL Rpt Deadline: Biweekly (5/3) Payroll Closes: Monthly (4/30) Payroll Open: Stipend (5/1) Absence Reporting Deadline	**26** Check Date: Weekly TL Appr Deadline: Weekly (5/3) TL Appr Deadline: Biweekly (5/3) Payroll Close: Stipend (5/1) Absence Approval Deadline Absence Processing	**27**
28	**29**	**30** Payroll Open/Close: Weekly (5/3) Payroll Open/Close: Biweekly (5/3) Check Date: Monthly				

Legend
Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

May 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	**2** TL Rpt Deadline: Weekly (5/10) Absence Reporting Deadline	**3** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/10) Absence Approval Deadline Absence Processing	**4**
5	**6**	**7** Payroll Open/Close: Weekly (5/10)	**8**	**9** TL Rpt Deadline: Weekly (5/17) TL Rpt Deadline: Biweekly (5/17) Payroll Opens: TchFell (5/15) File Deadline: Stipend Absence Reporting Deadline	**10** Check Date: Weekly Payroll Closes: TchFell (5/15) TL Appr Deadline: Weekly (5/17) TL Appr Deadline: Biweekly (5/17) Absence Approval Deadline Absence Processing	**11**
12	**13**	**14** Payroll Open/Close: Weekly (5/17) Payroll Open/Close: Biweekly (5/17)	**15** Check Date: Teaching Fellows	**16** TL Rpt Deadline: Weekly (5/24) Payroll Opens: Stipend (5/31) Absence Accrual Cycle Absence Reporting Deadline	**17** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/24) Payroll Close: Stipend (5/31) Absence Approval Deadline Absence Processing	**18**
19	**20**	**21** Payroll Open/Close: Weekly (5/24)	**22** TL Rpt Deadline: Weekly (5/31) TL Rpt Deadline: Biweekly (5/31) Payroll Opens: Monthly (5/31) Absence Reporting Deadline	**23** TL Appr Deadline: Weekly (5/31) TL Appr Deadline: Biweekly (5/31) Payroll Closes: Monthly (5/31) Absence Approval Deadline Absence Processing	**24** Check Date: Weekly	**25**
26	**27** Memorial Day	**28** Payroll Open/Close: Weekly (5/31) Payroll Open/Close: Biweekly (5/31)	**29**	**30** TL Rpt Deadline: Weekly (6/07) Absence Reporting Deadline	**31** Check Date: Weekly Check Date: Biweekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (6/07) Absence Approval Deadline Absence Processing	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4** Payroll Open/Close: Weekly (6/7)	**5**	**6** TL Rpt Deadline: Weekly (6/14); TL Rpt Deadline: Biweekly (6/14); Absence Reporting Deadline	**7** Check Date: Weekly; TL Appr Deadline: Weekly (6/14); TL Appr Deadline: Biweekly (6/14); Payroll Opens: TchFell (6/14); Absence Approval Deadline; Absence Processing	**8**
9	**10** Payroll Closes: TchFell (6/14)	**11** Payroll Open/Close: Weekly (6/14); Payroll Open/Close: Biweekly (6/14)	**12** TL Rpt Deadline: Weekly (6/21); Absence Reporting Deadline	**13** TL Appr Deadline: Weekly (6/21); Absence Approval Deadline; Absence Processing	**14** Check Date: Weekly; Check Date: Biweekly; Check Date: Teaching Fellows	**15**
16	**17** Payroll Open/Close: Weekly (6/21); Absence Accrual Cycle	**18** File Deadline: Stipend	**19** Juneteenth	**20** TL Rpt Deadline: Weekly (6/28); TL Rpt Deadline: Biweekly (6/28); Absence Reporting Deadline	**21** Check Date: Weekly; TL Appr Deadline: Weekly (6/28); TL Appr Deadline: Biweekly (6/28); Payroll Opens: Monthly (6/28); Absence Approval Deadline; Absence Processing	**22**
23	**24** Payroll Closes: Monthly (6/28)	**25** Payroll Open/Close: Weekly (6/28); Payroll Open/Close: Biweekly (6/28)	**26** TL Rpt Deadline: Weekly (7/5); Payroll Opens/Closed Stipend (7/1); Absence Reporting Deadline	**27** TL Appr Deadline: Weekly (7/5); Absence Approval Deadline; Absence Processing	**28** Check Date: Weekly; Check Date: Biweekly; Check Date: Monthly	**29**
30						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

July 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend Payroll Open/Close: Weekly (7/5)	**2**	**3** TL Rpt Deadline: Weekly (7/12) TL Rpt Deadline: Biweekly (7/12) Absence Reporting Deadline	**4** July 4th	**5** Check Date: Weekly TL Appr Deadline: Weekly (7/12) TL Appr Deadline: Biweekly (7/12) Absence Approval Deadline Absence Processing	**6**
7	**8**	**9** Payroll Open/Close: Weekly (7/12) Payroll Open/Close: Biweekly (7/12)	**10**	**11** TL Rpt Deadline: Weekly (7/19) Absence Reporting Deadline	**12** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/19) Absence Approval Deadline Absence Processing	**13**
14	**15**	**16** Payroll Open/Close: Weekly (7/19) Absence Accural Cycle	**17** Payroll Open/Close TFEL 7/19	**18** TL Rpt Deadline: Weekly (7/26) TL Rpt Deadline: Biweekly (7/26) Absence Reporting Deadline	**19** Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (7/26) TL Appr Deadline: Biweekly (7/26) Absence Approval Deadline Absence Processing	**20**
21	**22**	**23** Payroll Open/Close: Weekly (7/26) Payroll Open/Close: Biweekly (7/26)	**24** File Deadline: Stipend Payroll Opens: Monthly (7/31)	**25** TL Rpt Deadline: Weekly (8/2) Absence Reporting Deadline	**26** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/2) Payroll Closes: Monthly (7/31) Payroll Opens: Stipend (8/1) Absence Approval Deadline Absence Processing	**27**
28	**29** Payroll Closes Stipend (8/1)	**30** Payroll Open/Close: Weekly (8/2)	**31** Check Date: Monthly Payroll Open/Close TFEL 8/2			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

August 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (8/9); TL Rpt Deadline: Biweekly (8/9); Check Date: Stipend; Absence Reporting Deadline	**2** Check Date: Weekly; Check Date: Teaching Fellows; TL Appr Deadline: Weekly (8/9); TL Appr Deadline: Biweekly (8/9); Absence Approval Deadline; Absence Processing	**3**
4	**5**	**6** Payroll Open/Close: Weekly (8/9); Payroll Open/Close: Biweekly (8/9)	**7**	**8** TL Rpt Deadline: Weekly (8/16); Absence Reporting Deadline	**9** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (8/16); Absence Approval Deadline; Absence Processing	**10**
11	**12**	**13** Payroll Open/Close: Weekly (8/16)	**14** Payroll Open/Close TFEL 8/16	**15** TL Rpt Deadline: Weekly (8/23); TL Rpt Deadline: Biweekly (8/23); Absence Reporting Deadline	**16** Check Date: Weekly; Check Date: Teaching Fellows; TL Appr Deadline: Weekly (8/23); TL Appr Deadline: Biweekly (8/23); File Deadline: Stipend; Absence Accrual Cycle; Absence Approval Deadline; Absence Processing	**17**
18	**19**	**20** Payroll Open/Close: Weekly (8/23); Payroll Open/Close: Biweekly (8/23)	**21**	**22** TL Rpt Deadline: Weekly (8/30); Payroll Opens: Monthly (8/30); Absence Reporting Deadline	**23** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (8/30); Payroll Opens: Stipend (8/30); Payroll Closes: Monthly (8/30); Absence Approval Deadline; Absence Processing	**24**
25	**26** Payroll Closes: Stipend (8/30)	**27** Payroll Open/Close: Weekly (8/30); TL Rpt Deadline: Weekly (9/6); TL Rpt Deadline: Biweekly (9/6); Absence Reporting Deadline	**28** Payroll Open/Close TFEL 8/30	**29** TL Appr Deadline: Weekly (9/6); TL Appr Deadline: Biweekly (9/6); Absence Approval Deadline; Absence Processing	**30** Check Date: Weekly; Check Date: Teaching Fellows; Check Date: Stipend; Check Date: Monthly	**31**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

September 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2** Labor Day	**3** Payroll Open/Close: Weekly (9/6); Payroll Open/Close: Biweekly (9/6)	**4**	**5** TL Rpt Deadline: Weekly (9/13); Absence Reporting Deadline	**6** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (9/13); Absence Approval Deadline; Absence Processing	**7**
8	**9**	**10** Payroll Open/Close: Weekly (9/13)	**11** Payroll Open/Close TFEL 9/13	**12** TL Rpt Deadline: Weekly (9/20); TL Rpt Deadline: Biweekly (9/20); Absence Reporting Deadline	**13** Check Date: Weekly; Check Date: Teaching Fellows; TL Appr Deadline: Weekly (9/20); TL Appr Deadline: Biweekly (9/20); Absence Approval Deadline; Absence Processing	**14**
15	**16**	**17** Payroll Open/Close: Weekly (9/20); Payroll Open/Close: Biweekly (9/20)	**18** Absence Accrual Cycle	**19** TL Rpt Deadline: Weekly (9/27); File Deadline: Stipend; Absence Reporting Deadline	**20** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (9/27); Payroll Opens: Monthly (9/30); Absence Approval Deadline; Absence Processing	**21**
22	**23** Payroll Closes: Monthly (9/30)	**24** Payroll Open/Close: Weekly (9/27)	**25** Payroll Open/Close TFEL 9/27	**26** TL Rpt Deadline: Weekly (10/4); TL Rpt Deadline: Biweekly (10/4); Payroll Opens/Close: Stipend (10/1); Absence Reporting Deadline	**27** Check Date: Weekly; Check Date: Teaching Fellows; TL Appr Deadline: Weekly (10/4); TL Appr Deadline: Biweekly (10/4); Absence Approval Deadline; Absence Processing	**28**
29	**30** Check Date: Monthly					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

October 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (10/4) Payroll Open/Close: Biweekly (10/4) Check Date: Stipend	**2**	**3** TL Rpt Deadline: Weekly (10/11) Absence Reporting Deadline	**4** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/11) Absence Approval Deadline Absence Processing	**5**
6	**7**	**8** Payroll Open/Close: Weekly (10/11)	**9** Payroll Open/Close TFEL 10/11 TL Rpt Deadline: Weekly (10/18) TL Rpt Deadline: Biweekly (10/18) Absence Reporting Deadline	**10** TL Appr Deadline: Weekly (10/18) TL Appr Deadline: Biweekly (10/18) Absence Approval Deadline Absence Processing	**11** Check Date: Weekly Check Date: Teaching Fellows	**12**
13	**14** Columbus Day	**15** Payroll Open/Close: Weekly (10/18) Payroll Open/Close: Biweekly (10/18) Absence Accrual Cycle	**16**	**17** TL Rpt Deadline: Weekly (10/25) Absence Reporting Deadline	**18** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/25) File Deadline: Stipend Absence Approval Deadline Absence Processing	**19**
20	**21**	**22** Payroll Open/Close: Weekly (10/25)	**23** Payroll Open/Close TFEL 10/25	**24** TL Rpt Deadline: Weekly (11/1) TL Rpt Deadline: Biweekly (11/1) Payroll Opens: Monthly (10/31) Absence Reporting Deadline	**25** Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (11/1) TL Appr Deadline: Biweekly (11/1) Payroll Closes: Monthly (10/31) Payroll Opens: Stipend (11/1) Absence Approval Deadline Absence Processing	**26**
27	**28** Payroll Closes: Stipend (11/1)	**29** Payroll Open/Close: Weekly (11/1) Payroll Open/Close: Biweekly (11/1)	**30**	**31** Check Date: Monthly Absence Reporting Deadline		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

November 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly / Check Date: Biweekly / Check Date: Stipend / TL Appr Deadline: Weekly (11/8) / Absence Approval Deadline / Absence Processing	**2**
3	**4**	**5** Payroll Open/Close: Weekly (11/8)	**6** TL Rpt Deadline: Weekly (11/15) / TL Rpt Deadline: Biweekly (11/15) / Payroll Open/Close TFEL 11/8 / Absence Reporting Deadline	**7** TL Appr Deadline: Weekly (11/15) / TL Appr Deadline: Biweekly (11/15) / Absence Approval Deadline / Absence Processing	**8** Check Date: Weekly / Check Date: Teaching Fellows	**9**
10	**11** Veteran's Day	**12** Payroll Open/Close: Weekly (11/15) / Payroll Open/Close: Biweekly (11/15)	**13** TL Rpt Deadline: Weekly (11/22) / Absence Reporting Deadline	**14** TL Appr Deadline: Weekly (11/22) / File Deadline: Stipend / Absence Accrual Cycle / Absence Approval Deadline / Absence Processing	**15** Check Date: Weekly / Check Date: Biweekly	**16**
17	**18** Payroll Open/Close: Weekly (11/22)	**19** Payroll Open/Close TFEL 11/22	**20** Payroll Opens: Monthly (11/29) / TL Rpt Deadline: Weekly (11/29) / TL Rpt Deadline: Biweekly (11/29) / Absence Reporting Deadline	**21** TL Rpt Deadline: Weekly (11/29) / TL Rpt Deadline: Biweekly (11/29) / Payroll Opens: Stipend (11/29) / Payroll Closes: Monthly (11/29) / Absence Approval Deadline / Absence Processing	**22** Check Date: Weekly / Check Date: Teaching Fellows / Payroll Closes: Stipend (11/29)	**23**
24	**25** Payroll Open/Close: Weekly (11/29) / Payroll Open/Close: Biweekly (11/29)	**26** TL Rpt Deadline: Weekly (12/6) / Absence Reporting Deadline	**27** TL Appr Deadline: Weekly (12/6) / Absence Approval Deadline / Absence Processing	**28** Thanksgiving	**29** Day After Thanksgiving / Check Date: Weekly / Check Date: Biweekly / Check Date: Monthly / Check Date: Stipend	**30**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2024 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** Payroll Open/Close: Weekly (12/6)	**4** Payroll Opens: TchFell (12/6)	**5** TL Rpt Deadline: Weekly (12/13) · TL Rpt Deadline: Biweekly (12/13) · File Deadline: Stipend · Absence Reporting Deadline	**6** Check Date: Weekly · Check Date: Teaching Fellows · TL Appr Deadline: Weekly (12/13) · TL Appr Deadline: Biweekly (12/13) · Absence Approval Deadline · Absence Processing	**7**
8	**9**	**10** Payroll Open/Close: Weekly (12/13) · Payroll Open/Close:Biweekly (12/13)	**11** Payroll open: Monthly (12/23)	**12** TL Rpt Deadline: Weekly (12/20) · Payroll close: Monthly (12/23) · Payroll Opens: Stipend (12/23) · Absence Reporting Deadline	**13** Check Date: Weekly · Check Date: BiWeekly · TL Appr Deadline: Weekly (12/22) · Payroll Closes: Stipend (12/23) · Absence Approval Deadline · Absence Processing	**14**
15	**16** Absence Accrual Cycle	**17** Payroll Open/Close: Weekly (12/20)	**18** TL Rpt Deadline: Weekly (12/27) · TL Rpt Deadline: Biweekly (12/27) · Payroll Opens: TchFell (12/20) · Absence Reporting Deadline	**19** TL Appr Deadline: Biweekly (12/27) · TL Appr Deadline: Weekly (12/27) · Absence Approval Deadline · Absence Processing	**20** Check Date: Weekly · Check Date: Teaching Fellows	**21**
22 Payroll Open/Close: Weekly (12/27) · Payroll Open/Close:Biweekly (12/27) · Check Date: Monthly · Check Date: Stipend	**23**	**24** Christmas Eve Half Day	**25** **Christmas Day** TL Rpt Deadline: Weekly (1/3) · Absence Reporting Deadline	**26** **Winter Recess** TL Appr Deadline: Weekly (1/3) · Absence Approval Deadline · Absence Processing	**27** **Winter Recess** Check Date: Weekly · Check Date: BiWeekly	**28**
29	**30** **Winter Recess** Payroll Open/Close: Weekly (1/3)	**31** **Winter Recess** Payroll Opens: TchFell (1/3)	**1** **New Year's Day**	**2**	**3** Check Date: Weekly · Check Date: Teaching Fellows	**4**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change