

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 Payroll Open/Close: Weekly (3/8) Payroll Open/Close: Biweekly (3/8)	5	6 TL Rpt Deadline: Weekly (3/15) Absence Reporting Deadline	7 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/15) Payroll Opens: TchFell (3/15) Absence Approval Deadline Absence Processing	8
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 Payroll Open/Close: Weekly (3/22) Payroll Open/Close: Biweekly (3/22)	19 File Deadline: Stipend	20 TL Rpt Deadline: Weekly (3/29) Payroll Opens: Monthly (3/29) Absence Reporting Deadline	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/29) Payroll Closes: Monthly (3/29) Absence Approval Deadline Absence Processing	22
24		25 Payroll Open/Close: Weekly (3/29)	26 Payroll Opens/Closed: Stipend (4/1)	27 TL Rpt Deadline: Weekly (4/5) TL Rpt Deadline: Biweekly (4/5) Absence Reporting Deadline	28 Check Date: Weekly Check Date: Monthly TL Appr Deadline: Weekly (4/5) TL Appr Deadline: Biweekly (4/5) Absence Approval Deadline Absence Processing	29
31					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				

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)	5 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/12) Payroll Opens: TchFell (4/15)	6 Absence Approval Deadline Absence Processing
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)	12 Check Date: Weekly TL Appr Deadline: Weekly (4/19) TL Appr Deadline: Biweekly (4/19)	13 Absence Approval Deadline Absence Processing
14	15 Check Date: Teaching Fellows	16 Payroll Open/Close: Weekly (4/19) Payroll Open/Close: Biweekly (4/19)	17	18 TL Rpt Deadline: Weekly (4/26) File Deadline: Stipend	19 Check Date: Weekly TL Appr Deadline: Weekly (4/26) Check Date: Biweekly	20 Absence Approval Deadline Absence Processing
21	22	23 Payroll Open/Close: Weekly (4/26)	24 Absence Accrual Cycle 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)	26 Check Date: Weekly TL Appr Deadline: Weekly (5/3) TL Appr Deadline: Biweekly (5/3) Payroll Close: Stipend (5/1)	27 Absence Approval Deadline Absence Processing
28	29	30 Payroll Open/Close: Weekly (5/3) Payroll Open/Close: Biweekly (5/3) Check Date: Monthly				

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)	3 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/10)	4
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
5		6	7 Payroll Open/Close: Weekly (5/10)	8	9	10
				TL Rpt Deadline: Weekly (5/17) TL Rpt Deadline: Biweekly (5/17) Payroll Opens: TchFell (5/15) File Deadline: Stipend	Check Date: Weekly Payroll Closes: TchFell (5/15) TL Appr Deadline: Weekly (5/17) TL Appr Deadline: Biweekly (5/17)	11
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
12		13	14 Payroll Open/Close: Weekly (5/17) Payroll Open/Close: Biweekly (5/17)	15 Check Date: Teaching Fellows	16	17
				TL Rpt Deadline: Weekly (5/24) Payroll Opens: Stipend (5/31)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/24) Payroll Close: Stipend (5/31) Absence Approval Deadline Absence Processing	18
				Absence Accrual Cycle Absence Reporting Deadline		
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)	23 TL Appr Deadline: Weekly (5/31) TL Appr Deadline: Biweekly (5/31) Payroll Closes: Monthly (5/31)	24
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	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)	31 Check Date: Weekly Check Date: Biweekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (6/07) Absence Approval Deadline Absence Processing	
				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

June 2024 TL/Payroll Schedule

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

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 Payroll Open/Close: Weekly (7/12) Payroll Open/Close: Biweekly (7/12)	9	10 Absence Reporting Deadline	11 TL Rpt Deadline: Weekly (7/19)	12 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/19) Absence Approval Deadline Absence Processing	13
14	15 Payroll Open/Close: Weekly (7/19)	16 Payroll Open/Close: Weekly (7/19) Absence Accrual 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) File Deadline: Stipend Absence Approval Deadline Absence Processing	20
21	22 Payroll Open/Close: Weekly (7/26) Payroll Open/Close: Biweekly (7/26)	23	24	25 TL Rpt Deadline: Weekly (8/2) Payroll Opens: Monthly (7/31) 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 Payroll Open/Close: Weekly (8/9) Payroll Open/Close: Biweekly (8/9)	6	7 TL Rpt Deadline: Weekly (8/16) Absence Reporting Deadline	8 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/16) Absence Approval Deadline Absence Processing	10
11		12 Payroll Open/Close: Weekly (8/16)	13 Payroll Open/Close TFEL 8/16	14 TL Rpt Deadline: Weekly (8/23) TL Rpt Deadline: Biweekly (8/23) Absence Reporting Deadline	15 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 Payroll Open/Close: Weekly (8/23) Payroll Open/Close: Biweekly (8/23)	20	21 TL Rpt Deadline: Weekly (8/30) Payroll Opens: Monthly (8/30) Absence Reporting Deadline	22 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 Payroll Closes: Stipend (8/30)		26 Payroll Open/Close: Weekly (8/30)	27 Payroll Open/Close TFEL 8/30 TL Rpt Deadline: Weekly (9/6) TL Rpt Deadline: Biweekly (9/6) Absence Reporting Deadline	28 TL Appr Deadline: Weekly (9/6) TL Appr Deadline: Biweekly (9/6) Absence Approval Deadline Absence Processing	29 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	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)	4 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/11)	5
6		7 Payroll Open/Close: Weekly (10/11)	8 Payroll Open/Close TFEL 10/11 TL Rpt Deadline: Weekly (10/18) TL Rpt Deadline: Biweekly (10/18)	9 Absence Reporting Deadline	10 TL Appr Deadline: Weekly (10/18) TL Appr Deadline: Biweekly (10/18)	11 Check Date: Weekly Check Date: Teaching Fellows
12			13 Absence Reporting Deadline	14 Absence Approval Deadline Absence Processing		15
16	17 Columbus Day	18 Payroll Open/Close: Weekly (10/18) Payroll Open/Close: Biweekly (10/18)	19 Absence Accrual Cycle	20 TL Rpt Deadline: Weekly (10/25)	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/25) File Deadline: Stipend	22
23		24 Payroll Open/Close: Weekly (10/25)	25 Payroll Open/Close TFEL 10/25	26 TL Rpt Deadline: Weekly (11/1) TL Rpt Deadline: Biweekly (11/1) Payroll Opens: Monthly (10/31)	27 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)	28
29		30 Payroll Open/Close: Weekly (11/1) Payroll Open/Close: Biweekly (11/1)	31 Absence Reporting Deadline	32 Absence Reporting Deadline	33 Absence Approval Deadline Absence Processing	34
35	36 Payroll Closes: Stipend (11/1)	37	38	39 Check Date: Monthly	40	41
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	2
					Check Date: Weekly Check Date: Biweekly Check Date: Stipend TL Appr Deadline: Weekly (11/8) Absence Approval Deadline Absence Processing	
3		4	5	6	7	8
		Payroll Open/Close: Weekly (11/8)	TL Rpt Deadline: Weekly (11/15) TL Rpt Deadline: Biweekly (11/15) Payroll Open/Close TFEL 11/8	TL Appr Deadline: Weekly (11/15) TL Appr Deadline: Biweekly (11/15)	Check Date: Weekly Check Date: Teaching Fellows	
			Absence Reporting Deadline	Absence Approval Deadline Absence Processing		9
10	11	12	13	14	15	16
	Veteran's Day	Payroll Open/Close: Weekly (11/15) Payroll Open/Close: Biweekly (11/15)	TL Rpt Deadline: Weekly (11/22)	TL Appr Deadline: Weekly (11/22) File Deadline: Stipend	Check Date: Weekly Check Date: Biweekly	
			Absence Reporting Deadline	Absence Accrual Cycle Absence Approval Deadline Absence Processing		
17	18	19	20	21	22	23
	Payroll Open/Close: Weekly (11/22)	Payroll Open/Close TFEL 11/22	Payroll Opens: Monthly (11/29) TL Rpt Deadline: Weekly (11/29) TL Rpt Deadline: Biweekly (11/29)	TL Rpt Deadline: Weekly (11/29) TL Rpt Deadline: Biweekly (11/29) Payroll Opens: Stipend (11/29) Payroll Closes: Monthly (11/29)	Check Date: Weekly Check Date: Teaching Fellows Payroll Closes: Stipend (11/29)	
			Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
24	25	26	27	28	29	30
	Payroll Open/Close: Weekly (11/29) Payroll Open/Close: Biweekly (11/29)	TL Rpt Deadline: Weekly (12/6)	TL Appr Deadline: Weekly (12/6)	Thanksgiving	Day After Thanksgiving Check Date: Weekly Check Date: Biweekly Check Date: Monthly Check Date: Stipend	
		Absence Reporting Deadline	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

December 2024 TL/Payroll Schedule

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