

## Payroll Schedule - 2024

Pay #	Pay Period Beginning	Pay Period Ending	Timesheet Due	Disbursement Date
1	12/16/23	12/29/23	12/29/23	01/10/24
2	12/30/23	01/12/24	01/12/24	01/24/24
3	01/13/24	01/26/24	01/26/24	02/07/24
4	01/27/24	02/09/24	02/09/24	02/21/24
5	02/10/24	02/23/24	02/23/24	03/06/24
6	02/24/24	03/08/24	03/08/24	03/20/24
7	03/09/24	03/22/24	03/22/24	04/03/24
8	03/23/24	04/05/24	04/05/24	04/17/24
9	04/06/24	04/19/24	04/19/24	05/01/24
10	04/20/24	05/03/24	05/03/24	05/15/24
11	05/04/24	05/17/24	05/17/24	05/29/24
12	05/18/24	05/31/24	05/31/24	06/12/24
13	06/01/24	06/14/24	06/14/24	06/26/24
14	06/15/24	06/28/24	06/28/24	07/10/24
15	06/29/24	07/12/24	07/12/24	07/24/24
16	07/13/24	07/26/24	07/26/24	08/07/24
17	07/27/24	08/09/24	08/09/24	08/21/24
18	08/10/24	08/23/24	08/23/24	09/04/24
19	08/24/24	09/06/24	09/06/24	09/18/24
20	09/07/24	09/20/24	09/20/24	10/02/24
21	09/21/24	10/04/24	10/04/24	10/16/24
22	10/05/24	10/18/24	10/18/24	10/30/24
23	10/19/24	11/01/24	11/01/24	11/13/24
24	11/02/24	11/15/24	11/15/24	11/27/24
25	11/16/24	11/29/24	11/29/24	12/11/24
26	11/30/24	12/13/24	12/13/24	12/24/24

### Timesheet deadlines:

Employees should have their electronic timesheets submitted in MYINFO **by 11 pm on the Friday following payday.**

Approvers of electronic timesheets should have all timesheets approved in MYINFO **by 11 pm on the Monday following payday.**

All paper timesheets should be turned in to the Payroll Office **no later than noon on the Monday following payday.**

All Employee pay forms (EPAF's or DocuSign forms) and other payroll related documents should be approved and to the Payroll Office as soon as possible, but **no later than noon on the Monday following payday.**

For questions, please contact the Financial Services Payroll Office at [payroll@msubillings.edu](mailto:payroll@msubillings.edu) or call 657-2131.