

2023-2024 SEMI-MONTHLY PAYDATES

P/R	Absence Reporting	Data Entry Dates	Pay for Contract	Other pay	Other pay	Check date
	for Contract Employees'	for Contract Employees'	Employees'	(Hrly, O/T & Misc)	(Hrly, O/T & Misc)	
		UPLOADS-CORR LETTERS-XX135 REPT			due to Payroll	
	2023-2024	DUE 2ND DAY OF ENTRY DATE@5PM				
1	7/1/23-7/15/23	7/13 - 7/14	7/1/23-7/15/23	7/1/23-7/7/23	7/7/23	7/25/23
				7/8/23 - 7/15/23	7/17/23	
2	7/16/23-7/31/23	7/31 - 8/1	7/16/23-7/31/23	7/16/23-7/21/23	7/21/23	8/10/23
				7/22/23 -7/28/23	7/28/23	
				7/29/23 - 7/31/23	7/31/23	
3	8/1/23-8/15/23	8/15 - 8/16	8/1/23-8/15/23	8/1/23-8/4/23	8/4/23	8/25/23
				8/5/23 - 8/11/23	8/11/23	
				8/12/23 - 8/15/23	8/15/23	
4	8/16/23-8/31/23	8/28 - 8/29	8/16/23-8/31/23	8/16/23-8/18/23	8/18/23	9/8/23
				8/19/23 - 8/25/23	8/25/23	
				8/26/23 - 8/31/23	8/31/23	
5	9/1/23-9/15/23	9/13 - 9/14	9/1/23-9/15/23	9/1/23-9/1/23	9/1/23	9/25/23
				9/2/23 - 9/8/23	9/8/23	
				9/9/23 - 9/15/23	9/15/23	
6	9/16/23-9/30/23	9/27 - 9/28	9/16/23-9/30/23	9/16/23-9/22/23	9/22/23	10/10/23
				9/23/23 - 9/30/23	10/2/23	
7	10/1/23-10/15/23	10/12 - 10/16	10/1/23-10/15/23	10/1/23-10/6/23	10/6/23	10/25/23
				10/7/23 - 10/15/23	10/16/23	
8	10/16/23-10/31/23	10/31 - 11/1	10/16/23-10/31/23	10/16/23-10/20/23	10/20/23	11/10/23
				10/21/23 - 10/27/23	10/27/23	
				10/28/23 - 10/31/23	10/31/23	
9	11/1/23-11/15/23	11/14 - 11/15	11/1/23-11/15/23	11/1/23-11/3/23	11/3/23	11/24/23
				11/4/23 - 11/10/23	11/13/23	
				11/11/23 - 11/15/23	11/15/23	
10	11/16/23-11/30/23	11/28 - 11/29	11/16/23-11/30/23	11/16/23-11/17/23	11/17/23	12/8/23
				11/18/23 - 11/24/23	11/27/23	
				11/25/23 - 11/30/23	11/30/23	
11	12/1/23-12/15/23	12/12 - 12/13	12/1/23-12/15/23	12/1/23 - 12/1/23	12/1/23	12/22/23
				12/2/23 - 12/8/23	12/8/23	
				12/9/23 - 12/15/23	12/15/23	
12	12/16/23-12/31/23	12/20 - 12/21	12/16/23-12/31/23	12/16/23-12/21/23	12/21/23	1/10/24
				12/22/23 - 12/31/23	1/2/24	
13	1/1/24-1/15/24	1/12 - 1/16	1/1/24-1/15/24	1/1/24-1/5/24	1/8/24	1/25/24
				1/6/24 - 1/12/24	1/12/24	
				1/13/24 - 1/15/24	1/16/24	
14	1/16/24-1/31/24	1/30 - 1/31	1/16/24-1/31/24	1/16/24-1/19/24	1/19/24	2/9/24
				1/20/24 - 1/26/24	1/26/24	
				1/27/24 - 1/31/24	1/31/24	

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P/R	Absence Reporting for Contract Employees'	Data Entry Dates for Contract Employees'	Pay for Contract Employees'	Other pay (Hrly, O/T & Misc)	Other pay (Hrly, O/T & Misc) due to Payroll	Check date
		UPLOADS-CORR LETTERS-XX135 REPT				
	2023-2024	DUE 2ND DAY OF ENTRY DATE@5PM				
15	2/1/24-2/15/24	2/12 - 2/13	2/1/24-2/15/24	2/1/24-2/2/24 2/3/24 -2/9/24 2/10/24 - 2/15/24	2/2/24 2/9/24 2/15/24	2/23/24
16	2/16/24-2/29/24	2/27 - 2/28	2/16/24-2/29/24	2/16/24 - 2/16/24 2/17/24 - 2/23/24 2/24/24 - 2/29/24	2/16/24 2/23/24 2/29/24	3/8/24
17	3/1/24-3/15/24	3/13 - 3/14	3/1/24-3/15/24	3/1/24 - 3/1/24 3/2/24 - 3/8/24 3/9/24 - 3/15/24	3/1/24 3/8/24 3/15/24	3/25/24
18	3/16/24-3/31/24	3/25 - 3/26	3/16/24-3/31/24	3/16/24 - 3/22/24 3/23/24 - 3/26/24 3/27/24 - 3/31/24	3/22/24 3/26/24 4/1/24	4/10/24
19	4/1/24-4/15/24	4/15 - 4/16	4/1/24-4/15/24	4/1/24 - 4/5/24 4/6/24 - 4/12/24 4/13/24 - 4/15/24	4/8/24 4/12/24 4/15/24	4/25/24
20	4/16/24-4/30/24	4/30 - 5/1	4/16/24-4/30/24	4/16/24-4/19/24 4/20/24 - 4/26/24 4/27/24 - 4/30/24	4/19/24 4/26/24 4/30/24	5/10/24
21	5/1/24-5/15/24	5/14 - 5/15	5/1/24-5/15/24	5/1/24 - 5/3/24 5/4/24 - 5/10/24 5/11/24 - 5/15/24	5/3/24 5/10/24 5/15/24	5/24/24
22	5/16/24-5/31/24	5/22 -5/23	5/16/24-5/31/24	5/16/24 - 5/17/24 5/18/24 - 5/24/24 5/25/24 - 5/28/24	5/17/24 5/24/24 5/28/24	6/10/24
23	6/1/24-6/15/24	5/31 - 6/3	6/1/24-6/15/24	5/29/24 - 5/31/24 6/1/24 - 6/4/24	5/31/24 6/4/24	6/25/24
24	6/16/24-6/30/24	6/24 - 6/25	6/16/24-6/30/24	6/18/24 - 6/21/24 6/22/24 - 6/28/24	6/21/24 6/28/24	7/10/24
SPECIAL	Hrly, OT & Misc			6/5/24 - 6/17/24	6/17/24	6/26/24

When processing your Absence Time Report (XX135), please review this report carefully. Anyone listed on this report is assigned to your location and will receive a paycheck. If you know that the employee has left to another site, retired, resigned, is on leave, or has not reported to your site, please note this directly on your Absence Time Report and follow up with Human Resources to ensure all changes are made to help eliminate employees being overpaid.

Check hours recorded against the employees FTE on your (XX135) report. Anyone working an extended/additional FTE the employee is also compensated wages and receiving a higher accrual, therefore hours recorded need to be accurate.

Absences can be entered at anytime in the HS19.2

Absences entered on XX35 can not exceed the end date of absence reporting dates.