

# Monthly Payroll Schedule

November 2023 - June 2024

Pay Period	Leave Report Approvals Due (in Eagle Service)	Pay Day	Current Employee Data Changes Due (e.g. E-Actions, Taxes, Direct Deposit):
Nov 1 - Nov 30	December 1	November 30	November 17
Dec 1 - Dec 31	December 15	December 29, 2023	December 1

\*Due earlier than normal

\*\*First payslip available in Workday

Pay Period	Pay Day
Jan 1 - Jan 31	January 31
Feb 1 - Feb 29	February 29
Mar 1 - Mar 31	March 29
Apr 1 - Apr 30	April 30
May 1 - May 31	May 31
Jun 1 - Jun 30	June 28

## Time Off Approvals in Workday:

- Time Off requests should be submitted in advance for annual leave and for sick leave as soon as possible; requests will be charged against the balance when it occurs.
- Managers should monitor their Workday inbox to regularly approve Time Off requests.

(updated 11/29/2023)