

# Biweekly Payroll Schedule

November 2023 - June 2024

Pay Period	Electronic Timesheet Approvals Due	Pay Day	Current Employee Data Changes Due (e.g. E-Actions, Taxes, Direct Deposit):
Oct 28 - Nov 10	November 13	November 24	November 8
Nov 11 - Nov 24	November 27	December 8	November 22
Nov 25 - Dec 8	December 6*	December 22	December 1
Dec 9 - Dec 22	December 15*	January 5**	data freeze for transition to Workday

\*Due earlier than normal

\*\*First payslip available in Workday

Pay Period	Timesheet Approvals Due Before	Pay Day	Retroactive Adjustment Period***	
			Timesheets Unlock	Close Time Entry
Dec 23 - Jan 5	9-Jan	January 19	January 18	February 16
Jan 6 - Jan 19	January 23	February 2	February 1	March 1
Jan 20 - Feb 2	February 6	February 16	February 15	March 15
Feb 3 - Feb 16	February 20	March 1	February 29	March 29
Feb 17 - Mar 1	March 5	March 15	March 14	April 12
Mar 2 - Mar 15	March 19	March 22	March 21	April 26
Mar 16 - Mar 29	April 2	April 5	April 4	May 10
Mar 30 - Apr 12	April 16	April 19	April 18	May 24
Apr 13 - Apr 26	April 30	May 3	May 2	June 7
Apr 27 - May 10	May 14	May 17	May 16	June 21
May 11 - May 24	May 28	May 31	May 30	July 5
May 25 - Jun 7	June 9	June 14	June 13	September 5
Jun 8 - Jun 21	June 23	June 28	June 27	September 19

\*\*\*Workday allows self-service adjustments to time entered. Adjustments will appear on the next regularly scheduled paycheck. For adjustments needed after the Close Time Entry date, please contact [hrpayrollhelp@american.edu](mailto:hrpayrollhelp@american.edu).

The biweekly pay schedule will change from two weeks to one week after the last day of the pay period, starting March 22, 2024.

(updated 11/29/2023)