

## 2024 Biweekly Payroll Schedule

Below please find the biweekly payroll schedule for 2024. The biweekly pay period begins on Monday and ends on Sunday. **Timesheet entries in Workday must be submitted by 10 am and approved by noon on Monday prior to payday (\*or other day/times due to Holidays).** If you cannot update your hours by these deadlines, please submit an approved **Prior Pay Period Adjustment form** to the Controller’s Office. Payments are issued every other Friday, except during holiday weeks as indicated below.

**Controller’s Office / Payroll Contacts:**

- Hourly payroll: Robin Saindon, Ext. 3584, [rsaindon@bowdoin.edu](mailto:rsaindon@bowdoin.edu)
- Monthly payroll: Lynne Toussaint, Ext. 3843, [ltoussai@bowdoin.edu](mailto:ltoussai@bowdoin.edu)

#	FY	AYB	Pay Cycle Dates	Timesheet (TS) Due	Pay Day	Comments
1	FY24	*	Mon, Dec 18, 2023 – Sun, Dec 31, 2023	*Thurs, Dec 21, 2023 (submissions by 10:00 a.m. & approvals by noon.) System unlocked until Jan 2 <sup>nd</sup> at 9:00 a.m.	Fri, Jan 5, 2024	Early deadline - Holiday
2	FY24		Mon, Jan 1, 2024 - Sun, Jan 14, 2024	*Tues, Jan 16, 2024 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, Jan 19, 2024	Late deadline - Holiday
3	FY24	*	Mon, Jan 15, 2024 – Sun, Jan 28, 2024	Mon, Jan 29, 2024	Fri, Feb 2, 2024	
4	FY24	*	Mon, Jan 29, 2024 – Sun, Feb 11, 2024	Mon, Feb 12, 2024	Fri, Feb 16, 2024	
5	FY24	*	Mon, Feb 12, 2024 – Sun, Feb 25, 2024	Mon, Feb 26, 2024	Fri, Mar 1, 2024	
6	FY24	*	Mon, Feb 26, 2024 – Sun, Mar 10, 2024	Mon, Mar 11, 2024	Fri, Mar 15, 2024	
7	FY24		Mon, Mar 11, 2024 – Sun, Mar 24, 2024	Mon, Mar 25, 2024	Fri, Mar 29, 2024	
8	FY24	*	Mon, Mar 25, 2024 – Sun, Apr 7, 2024	Mon, Apr 8, 2024	Fri, Apr 12, 2024	
9	FY24	*	Mon, Apr 8, 2024 – Sun, Apr 21, 2024	Mon, Apr 22, 2024	Fri, Apr 26, 2024	
10	FY24	*	Mon, Apr 22, 2024 – Sun, May 5, 2024	Mon, May 6, 2024	Fri, May 10, 2024	
11	FY24	*	Mon, May 6, 2024 – Sun, May 19, 2024	Mon, May 20, 2024	Fri, May 24, 2024	
12	FY24	*	Mon, May 20, 2024 – Sun, Jun 2, 2024	Mon, Jun 3, 2024	Fri, Jun 7, 2024	
13	FY24		Mon, Jun 3, 2024 – Sun, Jun 16, 2024	Mon, Jun 17, 2024	Fri, Jun 21, 2024	
14	FY25		Mon, Jun 17, 2024 – Sun, Jun 30, 2024	Mon, Jul 1, 2024	Fri, July 5, 2024	
15	FY25		Mon, Jul 1, 2024 – Sun, Jul 14, 2024	Mon, Jul 15, 2024	Fri, Jul 19, 2024	
16	FY25		Mon, Jul 15, 2024 – Sun, Jul 28, 2024	Mon, Jul 29, 2024	Fri, Aug 2, 2024	
17	FY25		Mon, Jul 29, 2024 – Sun, Aug 11, 2024	Mon, Aug 12, 2024	Fri, Aug 16, 2024	
18	FY25	*	Mon, Aug 12, 2024 – Sun, Aug 25, 2024	Mon, Aug 26, 2024	Fri, Aug 30, 2024	
19	FY25	*	Mon, Aug 26, 2024 – Sun, Sep 8, 2024	Mon, Sep 9, 2024	Fri, Sep 13, 2024	
20	FY25	*	Mon, Sep 9, 2024 – Sun, Sep 22, 2024	Mon, Sep 23, 2024	Fri, Sep 27, 2024	
21	FY25	*	Mon, Sep 23, 2024 – Sun, Oct 6, 2024	Mon, Oct 7, 2024	Fri, Oct 11, 2024	
22	FY25	*	Mon, Oct 7, 2024 – Sun, Oct 20, 2024	Mon, Oct 21, 2024	Fri, Oct 25, 2024	
23	FY25	*	Mon, Oct 21, 2024 – Sun, Nov 3, 2024	Mon, Nov 4, 2024	Fri, Nov 8, 2024	
24	FY25	*	Mon, Nov 4, 2024 – Sun, Nov 17, 2024	Mon, Nov 18, 2024	Fri, Nov 22, 2024	
25	FY25	*	Mon, Nov 18, 2024 – Sun, Dec 1, 2024	Mon, Dec 2, 2024	Fri, Dec 6, 2024	
26	FY25	*	Mon, Dec 2, 2024 – Sun, Dec 15, 2024	Mon, Dec 16, 2024	Fri, Dec 20, 2024	

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