

Engineering Payroll

SCHEDULE OF 2023-2024 BIWEEKLY PAY PERIODS

September 1, 2023

Payroll Period #	From	Thru	Initialization Payroll and Retro	Timesheets Due	Settlement	Pay Date	Longevity Pay Dates
1	<i>Aug 20</i>	<i>Sep 02</i>	Aug 31*	Aug 31*	Sep 06	<i>Sep 08</i>	L
2	<i>Sep 03</i>	<i>Sep 16</i>	Sep 15	Sep 15	Sep 20	<i>Sep 22</i>	
3	<i>Sep 17</i>	<i>Sep 30</i>	Sep 29	Sep 29	Oct 04	<i>Oct 06</i>	
4	<i>Oct 01</i>	<i>Oct 14</i>	Oct 13	Oct 13	Oct 18	<i>Oct 20</i>	L
5	<i>Oct 15</i>	<i>Oct 28</i>	Oct 27	Oct 27	Nov 01	<i>Nov 03</i>	
6	<i>Oct 29</i>	<i>Nov 11</i>	Nov 10	Nov 10	Nov 15	<i>Nov 17</i>	L
7	<i>Nov 12</i>	<i>Nov 25</i>	Nov 21*	Nov 21*	Nov 29	<i>Dec 01</i>	
8	<i>Nov 26</i>	<i>Dec 09</i>	Dec 08	Dec 08	Dec 13	<i>Dec 15</i>	L
9	<i>Dec 10</i>	<i>Dec 23</i>	Dec 14*	Dec 14*	Dec 19*	<i>Dec 29**</i>	(No Ins)
10	<i>Dec 24</i>	<i>Jan 06</i>	Jan 05	Jan 05	Jan 10	<i>Jan 12</i>	L
11	<i>Jan 07</i>	<i>Jan 20</i>	Jan 19	Jan 19	Jan 24	<i>Jan 26</i>	
12	<i>Jan 21</i>	<i>Feb 03</i>	Feb 02	Feb 02	Feb 07	<i>Feb 09</i>	L
13	<i>Feb 04</i>	<i>Feb 17</i>	Feb 16	Feb 16	Feb 21	<i>Feb 23</i>	
14	<i>Feb 18</i>	<i>Mar 02</i>	Mar 01	Mar 01	Mar 06	<i>Mar 08</i>	L
15	<i>Mar 03</i>	<i>Mar 16</i>	Mar 13*	Mar 13*	Mar 20	<i>Mar 22</i>	
16	<i>Mar 17</i>	<i>Mar 30</i>	Mar 28*	Mar 28*	Apr 03	<i>Apr 05</i>	
17	<i>Mar 31</i>	<i>Apr 13</i>	Apr 12	Apr 12	Apr 17	<i>Apr 19</i>	L
18	<i>Apr 14</i>	<i>Apr 27</i>	Apr 26	Apr 26	May 01	<i>May 03</i>	
19	<i>Apr 28</i>	<i>May 11</i>	May 10	May 10	May 15	<i>May 17</i>	L
20	<i>May 12</i>	<i>May 25</i>	May 22*	May 22*	May 29	<i>May 31</i>	(No Ins)
21	<i>May 26</i>	<i>Jun 08</i>	Jun 07	Jun 07	Jun 12	<i>Jun 14</i>	L
22	<i>Jun 09</i>	<i>Jun 22</i>	Jun 21	Jun 21	Jun 26	<i>Jun 28</i>	
23	<i>Jun 23</i>	<i>Jul 06</i>	Jul 05	Jul 05	Jul 10	<i>Jul 12</i>	L
24	<i>Jul 07</i>	<i>Jul 20</i>	Jul 19	Jul 19	Jul 24	<i>Jul 26</i>	
25	<i>Jul 21</i>	<i>Aug 03</i>	Aug 02	Aug 02	Aug 07	<i>Aug 09</i>	L
26	<i>Aug 04</i>	<i>Aug 17</i>	Aug 16	Aug 16	Aug 21	<i>Aug 23</i>	
FY25	<i>Aug 18</i>	<i>Aug 31</i>	TBD	TBD	Sep 04	<i>Sept 06</i>	

*Denotes early due dates because of holidays or year end

**Denotes pay date during holiday/office closure

NOTES:

- Current pay period timesheets approved between due date and settlement should be picked up during pay calculations prior to settlement.
- Prior pay period timesheets (back pay) approved after initialization will not be reflected on the current payroll. If needing to pay ASAP, submit supplement via Laserfiche @ https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll_Supplement no later than the current timesheet due date.
- The above schedule is subject to change based upon processing requirements.
- Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>