

## FY24 PAY PERIODS AND PAY DATES SCHEDULE

AY Pay #	Workday PAY PERIOD END DATE (PPE)	BI-WEEKLY PAY PERIOD DATES (12:00 am Saturday to 11:59 pm Friday)		D A Y	BI-WEEKLY PAY DATE	D A Y	Workday TIMESHEETS AVAILABLE (before previous period closes)	D A Y	Workday TIMESHEETS MUST BE APPROVED BY 12 NOON*	ADJUSTMENTS
AY23	19	05/12/23	04/29/23 - 05/12/23	F	05/19/23	W	04/26/23	Sa	05/13/23	
	20	05/26/23**	05/13/23 - 05/26/23	F	06/02/23	W	05/10/23	F	05/26/23	A
Summer I (Pays 1-4, 4 total)	1	06/09/23	05/27/23 - 06/09/23	F	06/16/23	W	05/24/23	Sa	06/10/23	
	2	06/23/23	06/10/23 - 06/23/23	F	06/30/23	W	06/07/23	Sa	06/24/23	
	3	07/07/23	06/24/23 - 07/07/23	F	07/14/23	W	06/21/23	Sa	07/08/23	
	4	07/21/23	07/08/23 - 07/21/23	F	07/28/23	W	07/05/23	Sa	07/22/23	
	5	08/04/23	07/22/23 - 08/04/23	F	08/11/23	W	07/19/23	Sa	08/05/23	
	6	08/18/23	08/05/23 - 08/18/23	F	08/25/23	W	08/02/23	Sa	08/19/23	
Academic Year 2023-2024	1	09/01/23	08/19/23 - 09/01/23	F	09/08/23	W	08/16/23	F	09/01/23	B
	2	09/15/23	09/02/23 - 09/15/23	F	09/22/23	W	08/30/23	Sa	09/16/23	
	3	09/29/23	09/16/23 - 09/29/23	F	10/06/23	W	09/13/23	Sa	09/30/23	
	4	10/13/23	09/30/23 - 10/13/23	F	10/20/23	W	09/27/23	F	10/14/23	
	5	10/27/23	10/14/23 - 10/27/23	F	11/03/23	W	10/11/23	F	10/28/23	
	6	11/10/23	10/28/23 - 11/10/23	F	11/17/23	W	10/25/23	F	11/11/23	
	7	11/24/23	11/11/23 - 11/24/23	F	12/01/23	W	11/08/23	W	11/22/23	C
	8	12/08/23	11/25/23 - 12/08/23	F	12/15/23	W	11/22/23	Sa	12/09/23	
	9	12/22/23	12/09/23 - 12/22/23	F	12/29/23	W	12/06/23	W	12/20/23	D
	10	01/05/24	12/23/23 - 01/05/24	F	01/12/24	W	12/20/23	Sa	01/06/24	
	11	01/19/24	01/06/24 - 01/19/24	F	01/26/24	W	01/03/24	Sa	01/20/24	
	12	02/02/24	01/20/24 - 02/02/24	F	02/09/24	W	01/17/24	Sa	02/03/24	
	13	02/16/24	02/03/24 - 02/16/24	F	02/23/24	W	01/31/24	Sa	02/17/24	
	14	03/01/24	02/17/24 - 03/01/24	F	03/08/24	W	02/14/24	Sa	03/02/24	
	15	03/15/24	03/02/24 - 03/15/24	F	03/22/24	W	02/28/24	Th	03/14/24	E
	16	03/29/24	03/16/24 - 03/29/24	F	04/05/24	W	03/13/24	Sa	03/30/24	
	17	04/12/24	03/30/24 - 04/12/24	F	04/19/24	W	03/27/24	Sa	04/13/24	
	18	04/26/24	04/13/24 - 04/26/24	F	05/03/24	W	04/10/24	Sa	04/27/24	
	19	05/10/24	04/27/24 - 05/10/24	F	05/17/24	W	04/24/24	Sa	05/11/24	
	20	05/24/24	05/11/24 - 05/24/24	F	05/31/24	W	05/08/24	F	05/24/24	F
Summer II (Pays 4-6, 3 total)	1	06/07/24	05/25/24 - 06/07/24	F	06/14/24	W	05/22/24	Sa	06/08/24	
	2	06/21/24	06/08/24 - 06/21/24	F	06/28/24	W	06/05/24	Sa	06/22/24	
	3	07/05/24	06/22/24 - 07/05/24	F	07/12/24	W	06/19/24	Sa	07/06/24	

### IMPORTANT REMINDERS

**\*All hourly employees MUST submit all hours worked and approved Time Off in their timesheet. Employees that do not enter their hours worked on time may not be paid on time.** Managers must review all Time Off requests and timesheets for accuracy and approve by the applicable 12 noon deadline; unapproved Time Off will not generate hours in the timesheet. Employees must ask their manager to confirm when they must complete and submit their timesheet for review and approval to ensure their Manager can meet this deadline.

\*\*There are twenty (20) pay periods in the 2023-2024 Academic Year. Fall semester classes begin on August 28, 2023; 10-Month Faculty and Staff begin work on August 21, 2023, which is PPE September 1, 2023. Spring semester classes end May 17, 2024, which is PPE May 24, 2024.

### ADDITIONAL INFORMATION

- Spring Break for Faculty and Students is March 11-17, 2024.
- Spring Break for Staff is Friday, March 15, 2024.
- Final date to use 2023 Annual and Personal Time Off for Staff and Administrators is Friday, December 22, 2023.
- Please note the following Web Timesheet Deadline and/or Pay Date adjustments due to College Closings (see above):
  - A. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 29, 2023.
  - B. Early Timesheet deadline due to Labor Day Holiday on Monday, September 4, 2023.
  - C. Early Timesheet deadline due to Thanksgiving Holidays on Thursday, November 23 and Friday, November 24, 2023.
  - D. Early Timesheet deadline due to Winter Break on December 25, 2023-January 1, 2024.
  - E. Early Timesheet deadline due to Spring Break on Friday, March 15, 2024.
  - F. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 27, 2024.

-- Payslips are available in Workday two (2) days before the pay date: **Pay app** → **Payslips (on homepage by pay date)**, OR **View** → **Payslips**

-- Manage your **Payment Elections for Payroll and Expense Payments** in Workday: **Pay app** → **Actions** → **Payment Elections**

-- Contact the Payroll Services Team with any questions at: payroll@montgomerycollege.edu.

## FY24 PAID HOLIDAYS FOR STAFF

Year	Holiday	Day and Date	Total Days
FY23	Memorial Day	Monday, May 29, 2023	1
FY23	Juneteenth National Independence Day	Monday, June 19, 2023	1
FY24	Independence Day and the Day Before	Monday, July 3, 2023 and Tuesday, July 4, 2023	2
FY24	Labor Day	Monday, September 4, 2023	1
FY24	Thanksgiving Day and the Day After	Thursday, November 23, 2023 and Friday, November 24, 2023	2
FY24	Winter Break	Monday, December 25, 2023 through Monday, January 1, 2024	6
FY24	Dr. Martin Luther King, Jr. Day	Monday, January 15, 2024	1
FY24	Spring Break for Staff	Friday, March 15, 2024	1
FY24	Memorial Day	Monday, May 27, 2024	1
FY24	Juneteenth National Independence Day	Wednesday, June 19, 2024	1