

WashU 2024 Payroll Calendar

P/R	Pay Period	Deductions	See additional information below regarding Faculty Bonus payment deadlines		Time Tracking Mass Submit 5:00PM	Time Tracking/Absence Approvals by 11:59PM Unless otherwise noted	Payroll Costing Allocations <u>must</u> be entered prior to Payroll Close at 2:00PM	Pay Date	
			Dept Submission for Batch Load (EIB)	Dept Submission for Hires, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59AM					
BWK	12/24 - 1/6	*	1/2	1/5	1/7	1/8	1/10	1/12	** 1/1/2024 is a WashU & Bank Holiday
BWK	1/7 - 1/20	**	1/16	1/19	1/21	1/22	1/24	1/26	** 1/15/2024 is a WashU & Bank Holiday
MON/STP	1/1 - 1/31	****	1/16	1/24	NA	NA	1/29	1/31	
BWK	1/21 - 2/3	*	1/30	2/2	2/4	2/5	2/7	2/9	
BWK	2/4 - 2/17	**	2/13	2/16	2/18	2/19	2/21	2/23	** 2/19/2024 is a Bank Holiday
MON/STP	2/1 - 2/29	****	2/13	2/22	NA	NA	2/27	2/29	
BWK	2/18 - 3/2	*	2/27	3/1	3/3	3/4	3/6	3/8	
BWK	3/3 - 3/16	**	3/12	3/15	3/17	3/18	3/20	3/22	
MON/STP	3/1 - 3/31	****	3/12	3/22	NA	NA	3/27	3/29	
BWK	03/17 - 3/30	*	3/26	3/29	3/31	4/1	4/3	4/5	
BWK	3/31 - 4/13	**	4/9	4/12	4/14	4/15	4/17	4/19	
MON/STP	4/1 - 4/30	****	4/9	4/23	NA	NA	4/26	4/30	
BWK	4/14 - 4/27	*	4/23	4/26	4/28	4/29	5/1	5/3	
BWK	4/28 - 5/11	**	5/7	5/10	5/12	5/13	5/15	5/17	
BWK	5/12 - 5/25	***	5/21	5/24	5/26	5/28 at 12pm	5/29 3PM Close	5/31	** 5/27/2024 is a WashU & Bank Holiday
MON/STP	5/1 - 5/31	****	5/7	5/22	NA	NA	5/28	5/31	
BWK	5/26 - 6/8	*	6/4	6/7	6/9	6/10	6/12	6/14	
BWK	6/9 - 6/22	**	6/18	6/21	6/23	6/24	6/26	6/28	** 6/19/2024 is a Bank Holiday
MON/STP	6/1 - 6/30	****	6/4	6/20	NA	NA	6/25	6/28	
BWK	6/23 - 7/6	*	7/2	7/5	7/7	7/8	7/10	7/12	** 7/4/2024 is a WashU & Bank Holiday
BWK	7/7 - 7/20	**	7/16	7/19	7/21	7/22	7/24	7/26	
MON/STP	7/1 - 7/31	****	7/16	7/24	NA	NA	7/29	7/31	
BWK	7/21 - 8/3	*	7/30	8/2	8/4	8/5	8/7	8/9	
BWK	8/4 - 8/17	**	8/13	8/16	8/18	8/20	8/21	8/23	
MON/STP	8/1 - 8/31	****	8/13	8/23	NA	NA	8/28	8/30	

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			Dept Submission for Batch Load (EIB)	Dept Submission for Hires, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59AM					
BWK	8/18 - 8/31	*	8/27	8/30	9/1	9/3 at 12pm	9/4 3PM Close	9/6	** 9/2/2024 is a WashU & Bank Holiday
BWK	9/1 - 9/14	**	9/10	9/13	9/15	9/16	9/18	9/20	
MON/STP	9/1 - 9/30	****	9/10	9/23	NA	NA	9/26	9/30	
BWK	9/15 - 9/28	*	9/24	9/27	9/29	9/30	10/2	10/4	
BWK	9/29 - 10/12	**	10/8	10/11	10/13	10/14	10/16	10/18	** 10/14/2024 is a Bank Holiday
MON/STP	10/01 - 10/31	****	10/8	10/24	NA	NA	10/29	10/31	
BWK	10/13 - 10/26	*	10/22	10/25	10/27	10/28	10/30	11/1	
BWK	10/27 - 11/9	**	11/5	11/8	11/10	11/11	11/13	11/15	** 11/11/2024 is a Bank Holiday
BWK	11/10 - 11/23	***	11/19	11/20	11/23	11/24	11/25	11/27	** 11/28/2024 is a WashU & Bank Holiday
MON/STP	11/01 - 11/30	****	11/5	11/19	NA	NA	11/22	11/27	** 11/29/2024 is a WashU Holiday
BWK	11/24 - 12/7	*	12/3	12/6	12/8	12/9	12/11	12/13	
BWK	12/8 - 12/21	**	12/17	12/18	12/22	12/20	12/23 3PM Close	12/27	** 12/24/2024 is a WashU Holiday
MON/STP	12/01 - 12/31	****	12/17	12/19	NA	NA	12/26	12/30	** 12/25/2024 is a WashU & Bank Holiday ** 12/31/2024 is a WashU Holiday

BWK = Biweekly MON = Monthly STP = Stipend

- * Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans
- ** Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans, Parking, Union Dues, Long Term Care, 403(b) Loan
- *** Deductions: Retirement, HSA, RMSA, Student Loans, United Way, Spending Plans
- **** All Deductions

Faculty Bonus payment entry and EIB Payment submission for Faculty bonuses are due by end of business **the fifth day of the month**, defaulting to next business day if weekend or Holiday. Faculty bonus EIB will be loaded in to Workday on or before noon on the 10th day of the month as approved, defaulting to next business day if weekend or Holiday.