

2024 HR & Payroll Deadline Calendars

Subject to Revision

Employees are paid for work performed monthly.

HR and Payroll have established deadlines to ensure an employee is accurately paid through the monthly payroll processes. Personnel forms (e.g., hire, rehire, change of status) must be submitted by the HR Cutoff Date deadline for the applicable payroll.

Time must be submitted by the Time Due Date deadline for the applicable payroll. Please make note of the HR Cutoff Dates and the Time Due Dates to plan accordingly for future payrolls.

HR forms can be found on the HR Documents site: <https://www.southwest.tn.edu/hr/documents.php>

- **Change of Status**: Form that must be completed to process and approve an employee's change in position number, title or salary.
 - **Change of Status Form Instructions**
- **Request to Employ**: Form for managers to complete to process an employee's appointment to a position or to process an employee's return to a position after a break in service.
 - **Request to Employ Form Instructions**

Defining Tables Below:

- **Check Month**: Month in which the paycheck is produced.
- **Pay Begin Date**: First day included in the pay period.
- **Pay End Date**: Last day included in the pay period.
- **HR Cutoff Date**: Deadline date by which personnel forms impacting the pay period must be submitted to HR; forms must be submitted by 4:30 p.m. HR will review and process all forms impacting the pay period received by this date.
 - **Note**: Incomplete, missing, or incorrect information may delay the processing of the form. Make note of the HR Cutoff Dates and the Time Due Dates to plan accordingly for future payrolls.
- **Payroll Cutoff**: Date by which all time impacting the pay period must be submitted and approved. HR and Payroll checked and verified all submissions.

Please note:

- Full time employees are paid current and annual/sick/compensatory time used leave time is docked in arrears
- Temporary/students/college work study employees are paid in arrears

Full-Time Exempt Employees						
Check Month	Begin Date	Pay End Date	HR Cut Off	Payroll Cut Off	Pay Date	Leave Request or Approvals
January	01/01/24	01/31/24	01/15/2024	01/18/2024	Wednesday, January 31, 2024	02/02/2024
February	02/01/24	02/29/24	02/12/2024	02/20//2024	Thursday, February 29, 2024	03/04/2024
March	03/01/24	03/31/24	03/15/2024	03/20/2024	Friday, March 29, 2024	04/02/2024
April	04/01/24	04/30/24	04/15/2024	04/18/2024	Tuesday, April 30, 2024	05/02/2024
May	05/01/24	05/31/24	05/13/2024	05/20/2024	Friday, May 31, 2024	06/04/2024
June	06/01/24	06/30/24	06/14/2024	06/18/2024	Friday, June 28, 2024	07/02/2024
July	07/01/24	07/31/24	07/15/2024	07/18/2024	Wednesday, July 31, 2024	08/02/2024
August	08/01/24	08/31/24	08/12/2024	08/20/2024	Friday, August 30, 2024	09/04/2024
September	09/01/24	09/30/24	09/16/2024	09/18/2024	Monday, September 30, 2024	10/02/2024
October	10/01/24	10/31/24	10/14/2024	10/18/2024	Thursday, October 31, 2024	11/04/2024
November	11/01/24	11/30/24	11/11/2024	11/15/2024	Wednesday, November 27, 2024	12/03/2024
December	12/01/24	12/31/24	12/09/2024	12/15/2024	Monday, December 23, 2024	01/03/2025

Full-Time Nonexempt Employees						
Check Month	Begin Date	Pay End Date	HR Cut Off	Payroll Cut Off	Pay Date	Timecard and Leave Request/ Approvals
January	01/01/24	01/31/24	01/15/2024	01/18/2024	Wednesday, January 31, 2024	02/02/2024
February	02/01/24	02/29/24	02/12/2024	02/20//2024	Thursday, February 29, 2024	03/04/2024
March	03/01/24	03/31/24	03/15/2024	03/20/2024	Friday, March 29, 2024	04/02/2024
April	04/01/24	04/30/24	04/15/2024	04/18/2024	Tuesday, April 30, 2024	05/02/2024
May	05/01/24	05/31/24	05/13/2024	05/20/2024	Friday, May 31, 2024	06/04/2024
June	06/01/24	06/30/24	06/14/2024	06/18/2024	Friday, June 28, 2024	07/02/2024
July	07/01/24	07/31/24	07/15/2024	07/18/2024	Wednesday, July 31, 2024	08/02/2024
August	08/01/24	08/31/24	08/12/2024	08/20/2024	Friday, August 30, 2024	09/04/2024
September	09/01/24	09/30/24	09/16/2024	09/18/2024	Monday, September 30, 2024	10/02/2024
October	10/01/24	10/31/24	10/14/2024	10/18/2024	Thursday, October 31, 2024	11/04/2024
November	11/01/24	11/30/24	11/11/2024	11/15/2024	Wednesday, November 27, 2024	12/03/2024

December	12/01/24	12/31/24	12/09/2024	12/15/2024	Monday, December 23, 2024	01/03/2025
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Part-Time Employees					
Check Month	Pay Begin Date	Pay End Date	Employee Approve Timesheet	Supervisor Approve Timesheet	Pay Date
January	12/16/24	01/15/24	01/16/2024	01/17/2024	Wednesday, January 31, 2024
February	01/16/24	02/15/24	02/16/2024	02/17/2024	Thursday, February 29, 2024
March	02/16/24	03/15/24	03/16/2024	03/17/2024	Friday, March 29, 2024
April	03/16/24	04/15/24	04/16/2024	04/17/2024	Tuesday, April 30, 2024
May	04/16/24	05/15/24	05/16/2024	05/17/2024	Friday, May 31, 2024
June	05/16/24	06/15/24	06/16/2024	06/17/2024	Friday, June 28, 2024
July	06/16/24	07/15/24	07/16/2024	07/17/2024	Wednesday, July 31, 2024
August	07/16/24	08/15/24	08/16/2024	08/17/2024	Friday, August 30, 2024
September	08/16/24	09/15/24	09/16/2024	09/17/2024	Monday, September 30, 2024
October	09/16/24	10/15/24	10/16/2024	10/17/2024	Thursday, October 31, 2024
November	10/16/24	11/15/24	11/16/2024	11/17/2024	Wednesday, November 27, 2024
December	11/16/24	12/15/24	12/15/2024	12/15/2024	Monday, December 23, 2024