



TO : Faculty, Staff & Student Employees
 FROM : Payroll Department
 RE : Pay Schedule for Fiscal Year 2023-2024

PAY THROUGH:

TIME ENTRY DUE:

PAYDAY:

SUMMER 2023

July 01, 2023
 July 15
 July 29
 August 12

July 03, 2023
 July 17
 July 31
 August 14

July 07, 2023
 July 21
 August 04
 August 18

FALL 2023

August 26, 2023
 September 9
 September 23
 October 07
 October 21
 November 04
 November 18
 December 02
 December 16

August 28, 2023
 September 11
 September 25
 October 9
 October 23
 November 06
 November 20
 December 04
 December 18

September 01, 2023 φ, τ
 September 15
 September 29
 October 13
 October 27
 November 9 (Thursday)
 November 24
 December 08
 December 22

WINTER 2024

December 30, 2023
 January 13
 January 28
 February 10
 February 24
 March 09
 March 23
 April 06
 April 20
 May 04

December 22, 2024** (early)
 January 16 ** (Tuesday)
 January 29
 February 12
 February 26
 March 11
 March 25
 April 08
 April 22
 May 06

January 05, 2024 ※, τ
 January 19 τ
 February 02
 February 16
 March 01
 March 15
 March 29
 April 12
 April 26
 May 10

SPRING 2024

May 18, 2024
 June 01
 June 15

May 20, 2024
 June 03
 June 17

May 24, 2024
 June 07
 June 21

- ** Denotes special time for Web time entry and Ultra Time due dates because of holidays.
- φ For student employment purposes the pay period is in fall semester.
- ※ For student employment purposes the pay period is in winter semester and classes not in session.
- τ No Adjunct Faculty contract payment

Notes: Online payroll advice will be available on the portal (mysvsu.edu) by the pay date. For employees on the automated time reporting, all hour information MUST be entered and confirmed by the Monday 10:00 a.m. deadline. Information must be submitted to Human Resources no later than noon on the Thursday immediately preceding the payroll week (unless notified of a different time).