





# TARLETON STATE UNIVERSITY

Member of The Texas A&M University System

## BIWEEKLY PAYROLL SCHEDULE & TIMESHEET DUE DATES 2023-2024 (FISCAL YEAR 2024)

Total Working Hours in FY22: 2088

PAYROLL #	DEADLINE 12PM ON THIS DATE: YOUR TIMESHEET MUST BE FULLY SUBMITTED & APPROVED BY YOUR MANAGER	FROM (SUNDAY)	THRU (SATURDAY)	PAY DAY	LONGEVITY PAY	# OF DAYS	IMPORTANT INFORMATION
1	09.04.2023	08.20.2023	09.02.2023	09.08.2023	Y	10 (FY23=8 FY24=2)	
2	09.18.2023	09.03.2023	09.16.2023	09.22.2023		10	
3	10.02.2023	09.17.2023	09.30.2023	10.06.2023		10	
4	10.16.2023	10.01.2023	10.14.2023	10.20.2023	Y	10	
5	10.30.2023	10.15.2023	10.28.2023	11.03.2023		10	
6	11.13.2023	10.29.2023	11.11.2023	11.17.2023	Y	10	
7	11.27.2023	11.12.2023	11.25.2023	12.01.2023		10	
8	12.11.2023	11.26.2023	12.09.2023	12.15.2023	Y	10	
<b>Estimate Timesheet</b> 9	<b>12.15.2023</b>	12.10.2023	12.23.2023	12.29.2023	(NO INSURANCE)	10	<b>EARLY SUBMISSION</b>
10	01.08.2024	12.24.2023	01.06.2024	01.12.2024	Y	10	
11	01.22.2024	01.07.2024	01.20.2024	01.26.2024		10	
12	02.05.2024	01.21.2024	02.03.2024	02.09.2024	Y	10	
13	02.19.2024	02.04.2024	02.17.2024	02.23.2024		10	
14	03.04.2024	02.18.2024	03.02.2024	03.08.2024	Y	10	
15	03.18.2024	03.03.2024	03.16.2024	03.22.2024		10	
16	04.01.2024	03.17.2024	03.30.2024	04.05.2024		10	
17	04.15.2024	03.31.2024	04.13.2024	04.19.2024	Y	10	
18	04.29.2024	04.14.2024	04.27.2024	05.03.2024		10	
19	05.13.2024	04.28.2024	05.11.2024	05.17.2024	Y	10	
<b>Estimate Timesheet</b> 20	<b>05.24.2024</b>	05.12.2024	05.25.2024	05.31.2024	(NO INSURANCE)	10	<b>EARLY SUBMISSION</b>
21	06.10.2024	05.26.2024	06.08.2024	06.14.2024	Y	10	
22	06.24.2024	06.09.2024	06.22.2024	06.28.2024		10	
23	07.08.2024	06.23.2024	07.06.2024	07.12.2024	Y	10	
24	07.22.2024	07.07.2024	07.20.2024	07.26.2024		10	
25	08.05.2024	07.21.2024	08.03.2024	08.09.2024	Y	10	
26	08.19.2024	08.04.2024	08.17.2024	08.23.2024		10	

### FY25

1	09.02.2024	08.18.2024	08.31.2024	09.06.2024		10	
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For questions or assistance with Biweekly Payroll, please contact Kirsten Daniel (254)-968-9653 EMAIL: [Daniel@tarleton.edu](mailto:Daniel@tarleton.edu) MAILING ADDRESS: Box T-0120, Stephenville, Texas 76402 Website: [WWW.TARLETON.EDU/PAYROLL](http://WWW.TARLETON.EDU/PAYROLL)