



BIWEEKLY ONE TIME PAY TOOL SCHEDULE - 2024

V2 (03/08/2024)

Pay Cycle	Pay Period Begin	Pay Period End	Approval Deadline I-618 File Creation (1:45pm)	Corrections (I-618) due 1:30 pm	Pay Confirm (After 4pm)	Check Date
B1	12-10-23	12-23-23	Fri 12-22-23 *	Wed 12-27-23 *	Thu 12-28-23	Wed 01-03-24
B2	12-24-23	01-06-24	Tue 01-09-24	Wed 01-10-24	Thu 01-11-24	Wed 01-17-24
B3**	01-07-24	01-20-24	Tue 01-23-24	Wed 01-24-24	Thu 01-25-24	Wed 01-31-24
B1	01-21-24	02-03-24	Tue 02-06-24	Wed 02-07-24	Thu 02-08-24	Wed 02-14-24
B2	02-04-24	02-17-24	Tue 2-20-24	Wed 02-21-24	Thu 02-22-24	Wed 02-28-24
B1	02-18-24	03-02-24	Tue 03-05-24	Wed 03-06-24	Thu 03-07-24	Wed 03-13-24
B2	03-03-24	03-16-24	Tue 03-19-24	Wed 03-20-24	Thu 03-21-24	Wed 03-27-24
B1	03-17-24	03-30-24	Tue 04-02-24	Wed 04-03-24	Thu 04-04-24	Wed 04-10-24
B2	03-31-24	04-13-24	Tue 04-16-24	Wed 04-17-24	Thu 04-18-24	Wed 04-24-24
B1	04-14-24	04-27-24	Tue 04-30-24	Wed 05-01-24	Thu 05-02-24	Wed 05-08-24
B2	04-28-24	05-11-24	Tue 05-14-24	Wed 05-15-24	Thu 05-16-24	Wed 05-22-24
B1	05-12-24	05-25-24	Tue 05-28-24	Wed 05-29-24	Thu 05-30-24	Wed 06-05-24
B2	05-26-24	06-08-24	Tue 06-11-24	Wed 06-12-24	Thu 06-13-24	Tue 06-18-24
B1	06-09-24	06-22-24	Tue 06-25-24	Wed 06-26-24	Thu 06-27-24	Wed 07-03-24
B2	06-23-24	07-06-24	Tue 07-09-24	Wed 07-10-24	Thu 07-11-24	Wed 07-17-24
B3**	07-07-24	07-20-24	Tue 07-23-24	Wed 07-24-24	Thu 07-25-24	Wed 07-31-24
B1	07-21-24	08-03-24	Tue 08-06-24	Wed 08-07-24	Thu 08-08-24	Wed 08-14-24
B2	08-04-24	08-17-24	Tue 08-20-24	Wed 08-21-24	Thu 08-22-24	Wed 08-28-24
B1	08-18-24	08-31-24	Tue 09-03-24	Wed 09-04-24	Thu 09-05-24	Wed 09-11-24
B2	09-01-24	09-14-24	Tue 09-17-24	Wed 09-18-24	Thu 09-19-24	Wed 09-25-24
B1	09-15-24	09-28-24	Tue 10-01-24	Wed 10-02-24	Thu 10-03-24	Wed 10-09-24
B2	09-29-24	10-12-24	Tue 10-15-24	Wed 10-16-24	Thu 10-17-24	Wed 10-23-24
B1	10-13-24	10-26-24	Tue 10-29-24	Wed 10-30-24	Thu 10-31-24	Wed 11-06-24
B2	10-27-24	11-09-24	Tue 11-12-24	Wed 11-13-24	Thu 11-14-24	Wed 11-20-24
B1	11-10-24	11-23-24	Mon 11-25-24 *	Tue 11-26-24*	Wed 11-27-24*	Wed 12-04-24
B2	11-24-24	12-07-24	Tue 12-10-24	Wed 12-11-24	Thu 12-12-24	Wed 12-18-24
B1	12-08-24	12-21-24	Fri 12-20-24 *	Mon 12-23-24*	Thu 12-26-24	Thu 01-02-25
*Early Date Cutoff	**Flat Dollar Deduction Holiday					