

OPRS PAYROLL OPERATIONS

PeopleSoft Group 2

2024 Time Entry Schedule

Time & Labor				Payroll					
Pay Period	Date		Time Entry Deadline	Corrections & Approvals Deadline	Presheet Audit	HR / Benefits cutoff	Payroll Processing	Certify Payroll	Check Date
2	31-Dec	13-Jan	16-Jan	17-Jan	17-Jan	17-Jan	18-Jan	19-Jan	26-Jan
3	14-Jan	27-Jan	30-Jan	31-Jan	31-Jan	31-Jan	1-Feb	2-Feb	9-Feb
4	28-Jan	10-Feb	13-Feb	14-Feb	14-Feb	14-Feb	15-Feb	16-Feb	23-Feb
5	11-Feb	24-Feb	27-Feb	28-Feb	28-Feb	28-Feb	29-Feb	1-Mar	8-Mar
6	25-Feb	9-Mar	12-Mar	13-Mar	13-Mar	13-Mar	14-Mar	15-Mar	22-Mar
7	10-Mar	23-Mar	26-Mar	27-Mar	27-Mar	27-Mar	28-Mar	29-Mar	5-Apr
8	24-Mar	6-Apr	9-Apr	10-Apr	10-Apr	10-Apr	11-Apr	12-Apr	19-Apr
9	7-Apr	20-Apr	23-Apr	24-Apr	24-Apr	24-Apr	25-Apr	26-Apr	3-May
10	21-Apr	4-May	7-May	8-May	8-May	8-May	9-May	10-May	17-May
11	5-May	18-May	21-May	22-May	22-May	22-May	23-May	24-May	31-May
12	19-May	1-Jun	4-Jun	5-Jun	5-Jun	5-Jun	6-Jun	7-Jun	14-Jun
13	2-Jun	15-Jun	17-Jun	18-Jun	18-Jun	18-Jun	20-Jun	21-Jun	28-Jun
14	16-Jun	29-Jun	1-Jul	2-Jul	2-Jul	2-Jul	3-Jul	5-Jul	12-Jul
15	30-Jun	13-Jul	16-Jul	17-Jul	17-Jul	17-Jul	18-Jul	19-Jul	26-Jul
16	14-Jul	27-Jul	30-Jul	31-Jul	31-Jul	31-Jul	1-Aug	2-Aug	9-Aug
17	28-Jul	10-Aug	13-Aug	14-Aug	14-Aug	14-Aug	15-Aug	16-Aug	23-Aug
18	11-Aug	24-Aug	27-Aug	28-Aug	28-Aug	28-Aug	29-Aug	30-Aug	6-Sep
19	25-Aug	7-Sep	10-Sep	11-Sep	11-Sep	11-Sep	12-Sep	13-Sep	20-Sep
20	8-Sep	21-Sep	24-Sep	25-Sep	25-Sep	25-Sep	26-Sep	27-Sep	4-Oct
21	22-Sep	5-Oct	8-Oct	9-Oct	9-Oct	9-Oct	10-Oct	11-Oct	18-Oct
22	6-Oct	19-Oct	22-Oct	23-Oct	23-Oct	23-Oct	24-Oct	25-Oct	1-Nov
23	20-Oct	2-Nov	5-Nov	6-Nov	6-Nov	6-Nov	7-Nov	8-Nov	15-Nov
24	3-Nov	16-Nov	19-Nov	20-Nov	20-Nov	20-Nov	21-Nov	22-Nov	29-Nov
25	17-Nov	30-Nov	3-Dec	4-Dec	4-Dec	4-Dec	5-Dec	6-Dec	13-Dec
26	1-Dec	14-Dec	17-Dec	18-Dec	18-Dec	18-Dec	19-Dec	20-Dec	27-Dec

****The leave year ends 01/11/2025****