Benedictine University 2023-2024

## Bi-weekly Payroll Schedule

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>Payroll Changes To HR/Payroll Friday by 9:00 a.m.</th>
<th>PAYROLL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7-5/20</td>
<td>19-May</td>
<td>26-May</td>
</tr>
<tr>
<td>5/21-6/3</td>
<td>31-May</td>
<td>9-Jun</td>
</tr>
<tr>
<td>6/4-6/17</td>
<td>14-Jun</td>
<td>23-Jun</td>
</tr>
<tr>
<td>6/18-7/1</td>
<td>*Tuesday 6/27/23</td>
<td>7-Jul</td>
</tr>
<tr>
<td>7/2-7/15</td>
<td>12-Jul</td>
<td>21-Jul</td>
</tr>
<tr>
<td>7/16-7/29</td>
<td>26-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td>7/30-8/12</td>
<td>11-Aug</td>
<td>18-Aug</td>
</tr>
<tr>
<td>8/13-8/26</td>
<td>25-Aug</td>
<td>1-Sep</td>
</tr>
<tr>
<td>8/27-9/9</td>
<td>8-Sep</td>
<td>15-Sep</td>
</tr>
<tr>
<td>9/7-9/23</td>
<td>22-Sep</td>
<td>29-Sep</td>
</tr>
<tr>
<td>9/24-10/7</td>
<td>6-Oct</td>
<td>13-Oct</td>
</tr>
<tr>
<td>10/8-10/21</td>
<td>20-Oct</td>
<td>27-Oct</td>
</tr>
<tr>
<td>10/22-11/4</td>
<td>3-Nov</td>
<td>10-Nov</td>
</tr>
<tr>
<td>11/5-11/18</td>
<td>*Tuesday 11/14/23</td>
<td>22-Nov</td>
</tr>
<tr>
<td>11/19-12/2</td>
<td>1-Dec</td>
<td>8-Dec</td>
</tr>
<tr>
<td>12/3-12/16</td>
<td>*Wednesday 12/13/23</td>
<td>22-Dec</td>
</tr>
<tr>
<td>12/17-12/30</td>
<td>*Wednesday 12/13/23</td>
<td>5-Jan</td>
</tr>
<tr>
<td>12/31-1/13</td>
<td>12-Jan</td>
<td>19-Jan</td>
</tr>
<tr>
<td>1/14-1/27</td>
<td>26-Jan</td>
<td>2-Feb</td>
</tr>
<tr>
<td>1/28-2/10</td>
<td>9-Feb</td>
<td>16-Feb</td>
</tr>
<tr>
<td>2/11-2/24</td>
<td>23-Feb</td>
<td>1-Mar</td>
</tr>
<tr>
<td>2/25-3/9</td>
<td>8-Mar</td>
<td>15-Mar</td>
</tr>
<tr>
<td>3/10-3/23</td>
<td>*Thursday 3/21/24</td>
<td>28-Mar</td>
</tr>
<tr>
<td>3/24-4/6</td>
<td>5-Apr</td>
<td>12-Apr</td>
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<tr>
<td>4/7-4/20</td>
<td>19-Apr</td>
<td>26-Apr</td>
</tr>
<tr>
<td>4/21-5/4</td>
<td>3-May</td>
<td>10-May</td>
</tr>
</tbody>
</table>

*denotes early submittal due to holiday

## Paid Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>5/29/2023</td>
</tr>
<tr>
<td>Juneteenth</td>
<td>Monday</td>
<td>6/19/2023</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday</td>
<td>7/4/2023</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>9/4/2023</td>
</tr>
<tr>
<td>Day before Thanksgiving</td>
<td>Wednesday</td>
<td>11/22/2023</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>11/23/2023</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday</td>
<td>11/24/2023</td>
</tr>
<tr>
<td>President's Holidays</td>
<td>Mon-Fri</td>
<td>12/18-12/22</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Sunday</td>
<td>12/24/2023</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Monday</td>
<td>12/25/2023</td>
</tr>
<tr>
<td>President's Holidays</td>
<td>Mon-Fri</td>
<td>12/26-12/29</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>Monday</td>
<td>1/1/2024</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday</td>
<td>3/29/2024</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday</td>
<td>4/1/2024</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>5/27/2024</td>
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</tbody>
</table>

Benefit Eligible Employees