

Benedictine Univer 2023-2024

Bi-weekly Payroll Schedule

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

***denotes early submittal due to holiday**

Paid Holidays

Benefit Eligible Employees

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