



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

PAY SCHEDULE 2024 – Calendar Year

<u>2-Week Pay Period</u>	<u>EPAS Due</u>	<u>Timesheet Due</u>	<u>Pay date</u>	<u>PayCycle</u>
12/17/23 - 12/30/23	*12/08/23	**12/20/23	01/05/24	201
12/31/23 - 01/13/24	01/02/24	*01/12/24	01/19/24	202
01/14/24 - 01/27/24	01/12/24	01/29/24	02/02/24	203
01/28/24 - 02/10/24	01/26/24	02/12/24	02/16/24	204
02/11/24 - 02/24/24	02/09/24	02/26/24	03/01/24	205
02/25/24 - 03/09/24	02/23/24	03/11/24	03/15/24	206
03/10/24 - 03/23/24	03/08/24	03/25/24	03/29/24	207
03/24/24 - 04/06/24	03/22/24	04/08/24	04/12/24	208
04/07/24 - 04/20/24	04/05/24	04/22/24	04/26/24	209
04/21/24 - 05/04/24	04/19/24	05/06/24	05/10/24	210
05/05/24 - 05/18/24	*04/26/24	05/20/24	05/24/24	211
05/19/24 - 06/01/24	05/17/24	06/03/24	06/07/24	212
06/02/24 - 06/15/24	05/31/24	*06/14/24	06/21/24	213
06/16/24 - 06/29/24	06/14/24	07/01/24	07/05/24	214
06/30/24 - 07/13/24	06/28/24	07/15/24	07/19/24	215
07/14/24 - 07/27/24	07/12/24	07/29/24	08/02/24	216
07/28/24 - 08/10/24	07/26/24	08/12/24	08/16/24	217
08/11/24 - 08/24/24	*08/04/24	08/26/24	08/30/24	218
08/25/24 - 09/07/24	08/23/24	09/09/24	09/13/24	219
09/08/24 - 09/21/24	09/06/24	09/23/24	09/27/24	220
09/22/24 - 10/05/24	09/20/24	10/07/24	10/11/24	221
10/06/24 - 10/19/24	10/04/24	10/21/24	10/25/24	222
10/20/24 - 11/02/24	10/18/24	*11/01/24	11/08/24	223
11/03/24 - 11/16/24	11/01/24	11/18/24	11/22/24	224
11/17/24 - 11/30/24	11/15/24	12/02/24	12/06/24	225
12/01/24 - 12/14/24	11/29/24	12/16/24	12/20/24	226

* **Earlier submission of e-PAS forms or time sheets requested due to new semester or holiday observance.**

** ODURF/ODU is CLOSED Friday at noon on 12/22/23 through Monday 01/01/24.

- We **MUST** have the time sheets by 10 AM on **Wednesday, December 20, 2023** for the **12/17/23 - 12/30/23 pay period BEFORE Winter Break.** You may estimate your time for the week to process payroll for the 01/05/2024 pay date. Any corrections may be made on the following pay period (pay date 01/19/24).
- **Please submit e-pas no later than Friday, December 8, 2023, for pay periods through January 5, 2024.**
- **Please submit e-pas no later than Tuesday, January 2, 2024, for the pay period paid on January 19, 2024.**

Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.