U of SC Arts and Sciences

2024 HR Paperwork Deadline Chart

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Monday, January 15, 2024	Thursday, November 30, 2023	Thursday, December 7, 2023	January 12 (current)
			January 31 (lag)
Wednesday, January 31, 2024	Tuesday, January 2, 2024	Monday, January 8, 2024	January 31 (current)
			February 15 (lag)
Thursday, February 15, 2024	Thursday, January 11, 2024	Thursday, January 18, 2024	February 15 (current)
			February 29 (lag)
Thursday, February 29, 2024	Friday, January 26, 2024	Friday, February 2, 2024	February 29 (current)
			March 15 (lag)
Friday, March 15, 2024	Tuesday, February 13, 2024	Tuesday, February 20, 2024	March 15 (current)
			March 29 (lag)
Sunday, March 31, 2024	Friday, March 1, 2024	Friday, March 8, 2024	March 29 (current)
			April 15 (lag)
Monday, April 15, 2024	Friday, March 15, 2024	Friday, March 22, 2024	April 15 (current)
			April 30 (lag)
Tuesday, April 30, 2024	Friday, March 29, 2024	Friday, April 5, 2024	April 30 (current)
			May 15 (lag)
Wednesday, May 15, 2024	Friday, April 12, 2024	Friday, April 19, 2024	May 15 (current)
			May 31 (lag)
Friday, May 31, 2024	Monday, April 29, 2024	Monday, May 6, 2024	May 31 (current)
			June 14 (lag)
Saturday, June 15, 2024	Thursday, May 16, 2024	Thursday, May 23, 2024	June 14 (current)
			June 28 (lag)
Sunday, June 30, 2024	Friday, May 31, 2024	Friday, June 7, 2024	June 28 (current)
			July 15(lag)
Monday, July 15, 2024	Thursday, June 13, 2024	Thursday, June 20, 2024	July 15 (current)
			July 31 (lag)
Wednesday, July 31, 2024	Friday, June 28, 2024	Monday, July 8, 2024	July 31 (current)
			August 15 (lag)
Thursday, August 15, 2024	Wednesday, July 10, 2024	Wednesday, July 17, 2024	August 15 (current)
			August 30 (lag)
Saturday, August 31, 2024	Thursday, July 25, 2024	Thursday, August 1, 2024	August 30 (current)
			September 13 (lag)
Sunday, September 15, 2024	Friday, August 9, 2024	Friday, August 16, 2024	September 13 (current)
			September 30 (lag)
Monday September 30, 2024	Friday, August 30, 2024	Friday, September 6, 2024	September 30 (current)
			October 15 (lag)
Tuesday, October 15, 2024	Friday, September 13, 2024	Friday, September 20, 2024	October 15 (current)
			October 31 (lag)
Thursday, October 31, 2024	Monday, September 30, 2024	Monday, October 7, 2024	October 31 (current)
			November 15 (lag)
Friday, November 15, 2024	Monday, October 14, 2024	Monday, October 21, 2024	November 15 (current)
			November 27 (lag)
Saturday, November 30, 2024	Monday, October 28, 2024	Monday, November 4, 2024	November 27 (current)
			December 13 (lag)
Sunday, December 15, 2024	Monday, November 11, 2024	Friday, November 15, 2024	December 13 (current)
			December 20 (lag)
Tuesday, December 31, 2024	Thursday, November 21, 2024	Wednesday, November 27, 2024	December 20 (current)
			January 15 (lag)

During high volume periods, at the beginning and end of each academic semester, additional time may be required for processing.

IMPORTANT: Actions received after these deadlines may not be processed until the next payroll. Separations and Leave Without Pay (LWOP) transactions received after the deadline may result in **salary overpayment** to the employee. Please ensure reappointments for Research Grant/Time Limited employees are received by the deadline and prior to the end date of the position to ensure they do not auto-terminate.