

**University of Nebraska-Lincoln**  
**Payroll Processing Schedule**  
**1st Quarter 2024**

SCHEDULE #	BIWEEKLY						MONTHLY		
	01	02	03	04	05	06	01	02	03
<b>PAY PERIOD</b>	12/15/2023 12/28/2023	12/29/2023 1/11/2024	1/12/2024 1/25/2024	1/26/2024 2/8/2024	2/9/2024 2/22/2024	2/23/2024 3/7/2024	January	February	March
<b>PAF Deadline-Off/On boarding</b>	<b>TWO WEEKS PRIOR TO EFFECTIVE DATE</b>								
<b>PAF Deadline</b>	12/22/2023	1/5/2024	1/19/2024	2/2/2024	2/16/2024	3/1/2024	1/10/2024	2/9/2024	3/11/2024
<b>60-day period for Retro PAF Adjust (permission required prior to this date)</b>	10/20/2023	11/3/2023	11/17/2023	12/1/2023	12/15/2023	12/29/2023	11/1/2023	12/1/2023	1/1/2024
<b>1st RUN</b>	Fri 12/29/2023	Fri 1/12/2024	Fri 1/26/2024	Fri 2/9/2024	Fri 2/23/2024	Fri 3/8/2024	Wed 1/17/2024	Sat 2/17/2024	Mon 3/18/2024
<b>Correction Run will occur every work day to Final</b>	<b>&lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt; Correction Run Will Occur Every Work Day to Final &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>								
<b>Final day for HR/PAF entries and changes</b>	Wed 1/3/2024	Wed 1/17/2024	Wed 1/31/2024	Wed 2/14/2024	Wed 2/28/2024	Wed 3/13/2024	Tue 1/23/2024	Wed 2/21/2024	Thu 3/21/2024
<b>HR/PAF corrections &amp; changes with Payroll Services approval</b>	Thu 1/4/2024	Thu 1/18/2024	Thu 2/1/2024	Thu 2/15/2024	Thu 2/29/2024	Thu 3/14/2024	Wed 1/24/2024	Thu 2/22/2024	Fri 3/22/2024
<b>Time Entry corrections allowed until 3:00 PM</b>	Fri 1/5/2024	Fri 1/19/2024	Fri 2/2/2024	Fri 2/16/2024	Fri 3/1/2024	Fri 3/15/2024	Thu 1/25/2024	Fri 2/23/2024	Mon 3/25/2024
<b>Stay off records until 1:00 pm (CST/CDT) unless otherwise notified</b>	<b>&gt;&gt; LOCK DOWN ON DATA ENTRY FOR PAYROLL AREA BEING PROCESSED - Stay off records until 1:00 pm (CST/CDT) &lt;&lt;</b>								
	Mon 1/8/2024	Mon 1/22/2024	Mon 2/5/2024	Mon 2/19/2024	Mon 3/4/2024	Mon 3/18/2024	Fri 1/26/2024	Mon 2/26/2024	Tue 3/26/2024
<b>Payroll Post to Ledgers Available</b>	Tue 1/9/2024	Tue 1/23/2024	Tue 2/6/2024	Tue 2/20/2024	Tue 3/5/2024	Tue 3/19/2024	Mon 1/29/2024	Tue 2/27/2024	Wed 3/27/2024
<b>PAY DATE (Direct Deposit date) (Checks mailed)</b>	Thu 1/11/2024	Thu 1/25/2024	Thu 2/8/2024	Thu 2/22/2024	Thu 3/7/2024	Thu 3/21/2024	Wed 1/31/2024	Thu 2/29/2024	Fri 3/29/2024

**University of Nebraska-Lincoln  
Payroll Processing Schedule  
2nd Quarter 2024**

(1)(2)

SCHEDULE #	BIWEEKLY							MONTHLY		
	07	08	09	10	11	12	13	04	05	06
PAY PERIOD	3/8/2024 3/21/2024	3/22/2024 4/4/2024	4/5/2024 4/18/2024	4/19/2024 5/2/2024	5/3/2024 5/16/2024	5/17/2024 5/30/2024	5/31/2024 6/13/2024	April	May	June
PAF Deadline-Off/On boarding	<b>TWO WEEKS PRIOR TO EFFECTIVE DATE</b>									
PAF Deadline	3/15/2024	3/29/2024	4/12/2024	4/26/2024	5/10/2024	5/24/2024	6/7/2024	4/9/2024	5/10/2024	6/7/2024
60-day period for Retro PAF Adjust (permission required prior to this date)	1/12/2024	1/26/2024	2/9/2024	2/23/2024	3/8/2024	3/22/2024	4/5/2024	2/1/2024	3/1/2024	4/1/2024
1st RUN	Fri 3/22/2024	Fri 4/5/2024	Fri 4/19/2024	Fri 5/3/2024	Fri 5/17/2024	Fri 5/31/2024	Fri 6/14/2024	Tue 4/16/2024	Sat 5/18/2024	Sat 6/15/2024
Correction Run will occur every work day to Final	<<<<<<<<<<<< Correction Run Will Occur Every Work Day to Final >>>>>>>>>									
Final day for HR/PAF entries and changes	Wed 3/27/2024	Wed 4/10/2024	Wed 4/24/2024	Wed 5/8/2024	Tue 5/21/2024	Wed 6/5/2024	Wed 6/19/2024	Mon 4/22/2024	Wed 5/22/2024	Thur 6/20/2024
HR/PAF corrections & changes with Payroll Services approval	Thu 3/28/2024	Thu 4/11/2024	Thu 4/25/2024	Thu 5/9/2024	Wed 5/22/2024	Thu 6/6/2024	Thur 6/20/2024	Tue 4/23/2024	Thu 5/23/2024	Fri 6/21/2024
Time Entry corrections allowed until 3:00 PM	Fri 3/29/2024	Fri 4/12/2024	Fri 4/26/2024	Fri 5/10/2024	Thu 5/23/2024	Fri 6/7/2024	Fri 6/21/2024	Wed 4/24/2024	Fri 5/24/2024	Mon 6/24/2024
Stay off records until 1:00 pm (CST/CDT) unless otherwise notified	<b>&gt;&gt; LOCK DOWN ON DATA ENTRY FOR PAYROLL AREA BEING PROCESSED (unlocks approx 12:00 pm CST) &lt;&lt;</b>									
Payroll Post to Ledgers Available	Mon 4/1/2024	Mon 4/15/2024	Mon 4/29/2024	Mon 5/13/2024	Fri 5/24/2024	Mon 6/10/2024	Mon 6/24/2024	Thu 4/25/2024	Tue 5/28/2024	Tue 6/25/2024
PAY DATE (Direct Deposit date) (Checks mailed)	Tue 4/2/2024	Tue 4/16/2024	Tue 4/30/2024	Tue 5/14/2024	Tue 5/28/2024	Tue 6/11/2024	Tue 6/25/2024	Fri 4/26/2024	Wed 5/29/2024	Wed 6/26/2024
PAY DATE (Direct Deposit date) (Checks mailed)	Thu 4/4/2024	Thu 4/18/2024	Thu 5/2/2024	Thu 5/16/2024	Thu 5/30/2024	Thu 6/13/2024	Thu 6/27/2024	Tue 4/30/2024	Fri 5/31/2024	Fri 6/28/2024

- (1) Early BW Final due to Holiday
- (2) Third BW payday in the month; no standard deductions

**University of Nebraska-Lincoln  
Payroll Processing Schedule  
3rd Quarter 2024**

(1)

SCHEDULE #							MONTHLY		
	14	15	16	17	18	19	07	08	09
PAY PERIOD	6/14/2024 6/27/2024	6/28/2024 7/11/2024	7/12/2024 7/25/2024	7/26/2024 8/8/2024	8/9/2024 8/22/2024	8/23/2024 9/5/2024	July	August	September
PAF Deadline-Off/On boarding	TWO WEEKS PRIOR TO EFFECTIVE DATE								
PAF Deadline	6/21/2024	7/5/2024	7/19/2024	8/2/2024	8/16/2024	8/30/2024	7/10/2024	8/12/2024	9/9/2024
60-day period for Retro PAF Adjust (permission required prior to this date)	4/19/2024	5/3/2024	5/17/2024	5/31/2024	6/14/2024	6/28/2024	5/1/2024	6/1/2024	7/1/2024
1st RUN	Fri 6/28/2024	Fri 7/12/2024	Fri 7/26/2024	Fri 8/9/2024	Fri 8/23/2024	Fri 9/6/2024	Wed 7/17/2024	Mon 8/19/2024	Mon 9/16/2024
Correction Run will occur every work day to Final	<<<<<<<<<<<<< Correction Run Will Occur Every Work Day to Final >>>>>>>>>>>>>								
Final day for HR/PAF entries and changes	Wed 7/3/2024	Wed 7/17/2024	Wed 7/31/2024	Wed 8/14/2024	Tue 8/27/2024	Wed 9/11/2024	Tue 7/23/2024	Thu 8/22/2024	Fri 9/20/2024
HR/PAF corrections & changes with Payroll Services approval	Thu 7/4/2024	Thu 7/18/2024	Thu 8/1/2024	Thu 8/15/2024	Wed 8/28/2024	Thu 9/12/2024	Wed 7/24/2024	Fri 8/23/2024	Mon 9/23/2024
Time Entry corrections allowed until 3:00 PM	Fri 7/5/2024	Fri 7/19/2024	Fri 8/2/2024	Fri 8/16/2024	Thu 8/29/2024	Fri 9/13/2024	Thur 7/25/2024	Mon 8/26/2024	Tue 9/24/2024
Stay off records until 1:00 pm (CST/CDT) unless otherwise notified	Mon 7/8/2024	Mon 7/22/2024	Mon 8/5/2024	Mon 8/19/2024	Fri 8/30/2024	Mon 9/16/2024	Fri 7/26/2024	Tue 8/27/2024	Wed 9/25/2024
Payroll Post to Ledgers Available	Tue 7/9/2024	Tue 7/23/2024	Tue 8/6/2024	Tue 8/20/2024	Tue 9/3/2024	Tue 9/17/2024	Mon 7/29/2024	Wed 8/28/2024	Thu 9/26/2024
PAY DATE (Direct Deposit date) (Checks mailed)	Thu 7/11/2024	Thu 7/25/2024	Thu 8/8/2024	Thu 8/22/2024	Thu 9/5/2024	Thu 9/19/2024	Wed 7/31/2024	Fri 8/30/2024	Mon 9/30/2024

(1) Early BW Final due to Holiday

**University of Nebraska-Lincoln**  
**Payroll Processing Schedule**  
**4th Quarter 2024**

SCHEDULE #	(1) BIWEEKLY							(3) MONTHLY		
	20	21	22	23	24	25	26	10	11	12
<b>PAY PERIOD</b>	9/6/2024 9/19/2024	9/20/2024 10/3/2024	10/4/2024 10/17/2024	10/18/2024 10/31/2024	11/1/2024 11/14/2024	11/15/2024 11/28/2024	11/29/2024 12/12/2024	October	November	December
<b>PAF Deadline-Off/On boarding</b>	<b>TWO WEEKS PRIOR TO EFFECTIVE DATE</b>									
<b>PAF Deadline</b>	9/13/2024	9/27/2024	10/11/2024	10/25/2024	11/8/2024	11/23/2023	12/6/2024	10/11/2024	11/8/2024	12/6/2024
<b>60-day period for Retro PAF Adjust (permission required prior to this date)</b>	7/12/2024	7/26/2024	8/9/2024	8/23/2024	9/6/2024	9/20/2024	10/4/2024	8/1/2024	9/1/2024	10/1/2024
<b>1st RUN</b>	Fri 9/20/2024	Fri 10/4/2024	Fri 10/18/2024	Fri 11/1/2024	Fri 11/15/2024	Fri 11/29/2024	Fri 12/13/2024	Sat 10/19/2024	Sat 11/16/2024	Fri 12/13/2024
<b>Correction Run will occur every work day to Final</b>	<<<<<<<<<< Correction Run Will Occur Every Work Day to Final >>>>>>>>>>									
<b>Final day for HR/PAF entries and changes</b>	Wed 9/25/2024	Wed 10/9/2024	Tue 10/22/2024	Wed 11/6/2024	Tue 11/19/2024	Wed 12/4/2024	Wed 12/18/2024	Wed 10/23/2024	Wed 11/20/2024	Tue 12/17/2024
<b>HR/PAF corrections &amp; changes with Payroll Services approval</b>	Thu 9/26/2024	Thu 10/10/2024	Wed 10/23/2024	Thu 11/7/2024	Wed 11/20/2024	Thu 12/5/2024	Thu 12/19/2024	Thu 10/24/2024	Thu 11/21/2024	Wed 12/18/2024
<b>Time Entry corrections allowed until 3:00 PM</b>	Fri 9/27/2024	Fri 10/11/2024	Thu 10/24/2024	Fri 11/8/2024	Thu 11/21/2024	Fri 12/6/2024	Fri 12/20/2024	Fri 10/25/2024	Fri 11/22/2024	Thu 12/19/2024
<b>Stay off records until 1:00 pm (CST/CDT) unless otherwise notified</b>	>> LOCK DOWN ON DATA ENTRY FOR PAYROLL AREA BEING PROCESSED (unlocks approx 12:00 pm CST) <<									
	Mon 9/30/2024	Mon 10/14/2024	Fri 10/25/2024	Mon 11/11/2024	Fri 11/22/2024	Mon 12/9/2024	Mon 12/23/2024	Mon 10/28/2024	Mon 11/25/2024	Fri 12/20/2024
<b>Payroll Post to Ledgers Available</b>	Tue 10/1/2024	Tue 10/15/2024	Mon 10/28/2024	Tue 11/12/2024	Mon 11/25/2024	Tue 12/10/2024	Tue 12/24/2024	Tue 10/29/2024	Tue 11/26/2024	Mon 12/23/2024
<b>PAY DATE (Direct Deposit date) (Checks mailed)</b>	Thu 10/3/2024	Thu 10/17/2024	Thu 10/31/2024	Thu 11/14/2024	Wed 11/27/2024	Thu 12/12/2024	Thu 12/26/2024	Thu 10/31/2024	Fri 11/29/2024	Tue 12/31/2024

- (1) Early BW Final due to Holiday
- (2) Third BW payday in the month; no standard deductions
- (3) MO early deadline due to holiday shutdown