

Winston-Salem State University



2024 Bi-Weekly Payroll Calendar for
Hourly Temporary and Student Employees

IMPORTANT: Employees must submit their timesheet NO LATER than the Timesheet Due Date and Cut-off Time. Supervisors must approve timesheets NO LATER than the Approval Due Date and Cut-off Time. Once the system locks for employee submission and supervisor approval, the supervisor will be required to submit an approved Late Paper Timesheet to 2payroll@wssu.edu. *The late paper timesheet will be paid in the next bi-weekly pay cycle.*

BW PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAY DAY
	TWO WEEKS START DATE	TWO WEEKS END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	
1	12/18/2023	12/31/2023	01/01/2024	11:59PM	01/02/2024	3:30PM	01/12/2024
2	01/01/2024	01/14/2024	01/15/2024	11:59PM	01/16/2024	3:30PM	01/26/2024
3	01/15/2024	01/28/2024	01/29/2024	11:59PM	01/30/2024	3:30PM	02/09/2024
4	01/29/2024	02/11/2024	02/12/2024	11:59PM	02/13/2024	3:30PM	02/23/2024
5	02/12/2024	02/25/2024	02/26/2024	11:59PM	02/27/2024	3:30PM	03/08/2024
6	02/26/2024	03/10/2024	03/11/2024	11:59PM	03/12/2024	3:30PM	03/22/2024
7	03/11/2024	03/24/2024	03/25/2024	11:59PM	03/26/2024	3:30PM	04/05/2024
8	03/25/2024	04/07/2024	04/08/2024	11:59PM	04/09/2024	3:30PM	04/19/2024
9	04/08/2024	04/21/2024	04/22/2024	11:59PM	04/23/2024	3:30PM	05/03/2024
10	04/22/2024	05/05/2024	05/06/2024	11:59PM	05/07/2024	3:30PM	05/17/2024
11	05/06/2024	05/19/2024	05/20/2024	11:59PM	05/21/2024	3:30PM	05/31/2024
12	05/20/2024	06/02/2024	06/03/2024	11:59PM	06/04/2024	3:30PM	06/14/2024
13	06/03/2024	06/16/2024	06/17/2024	11:59PM	06/18/2024	3:30PM	06/28/2024
14	06/17/2024	06/30/2024	07/01/2024	11:59PM	07/02/2024	3:30PM	07/12/2024
15	07/01/2024	07/14/2024	07/15/2024	11:59PM	07/16/2024	3:30PM	07/26/2024
16	07/15/2024	07/28/2024	07/29/2024	11:59PM	07/30/2024	3:30PM	08/09/2024
17	07/29/2024	08/11/2024	08/12/2024	11:59PM	08/13/2024	3:30PM	08/23/2024
18	08/12/2024	08/25/2024	08/26/2024	11:59PM	08/27/2024	3:30PM	09/06/2024
19	08/26/2024	09/08/2024	09/09/2024	11:59PM	09/10/2024	3:30PM	09/20/2024
20	09/09/2024	09/22/2024	09/23/2024	11:59PM	09/24/2024	3:30PM	10/04/2024
21	09/23/2024	10/06/2024	10/07/2024	11:59PM	10/08/2024	3:30PM	10/18/2024
22	10/07/2024	10/20/2024	10/21/2024	11:59PM	10/22/2024	3:30PM	11/01/2024
23	10/21/2024	11/03/2024	11/04/2024	11:59PM	11/05/2024	3:30PM	11/15/2024
24	11/04/2024	11/17/2024	11/18/2024	11:59PM	11/19/2024	3:30PM	11/27/2024
25	11/18/2024	12/01/2024	12/02/2024	11:59PM	12/03/2024	3:30PM	12/13/2024
26	12/02/2024	12/15/2024	12/16/2024	11:59PM	12/17/2024	3:30PM	12/27/2024

