OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

2023-24 ACADEMIC CALENDAR

2–Week Pay Period	e-PAS Due	Timesheet Due	Pay date	Pay Cycle
Fall Semester – 9.5 Pays				
08/13/23 - 08/26/23	*08/04/23	08/28/23	09/01/23	218
08/27/23 - 09/09/23	08/26/23	09/11/23	09/15/23	219
09/10/23 - 09/23/23	09/08/23	09/25/23	09/29/23	220
09/24/23 - 10/07/23	09/22/23	10/09/23	10/13/23	221
10/08/23 - 10/21/23	10/06/23	10/23/23	10/27/23	222
10/22/23 - 11/04/23	10/20/23	*11/03/23	11/10/23	223
11/05/23 - 11/18/23	11/03/23	*11/17/23	11/24/23	224
11/19/23 - 12/02/23	11/17/23	12/04/23	12/08/23	225
12/03/23 - 12/16/23	12/01/23	12/18/23	12/22/23	226
12/17/23 - 12/23/23	*12/08/23	**12/20/23	01/05/24	201 Split Pay Period
Spring Semester – 9.5 Pays				
12/24/23 - 12/30/23	*12/08/23	**12/20/23	01/05/24	201 Split Pay Period
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
Summer Semester – 7 Pays				
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

*   **Earlier submission of e-PAS 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.