# ODU Research Foundation

## PAY SCHEDULE 2024 – Calendar Year

| 2–Week Pay Period | EPAS Due | Timesheet Due | Pay date | PayCycle |
|---|---|---|---|---|
| 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 | **12/12/24 | 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.**
- **Please submit Timesheets** no later than 10AM on **Thursday, December 12th, 2024 for Pay date 12/20/2024.**

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