

2024 Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	PAY ID	TRANSACTION REQUESTS MUST BE SUBMITTED TO EPAF@WAYNE.EDU NO LATER THAN 5:00PM
01	01/03/24	12/11/23 - 12/24/23 01/01/24 - 01/14/24 01/01/24 - 01/13/24	BW 9M PF	12/08/23**
02	01/17/24	12/25/23 - 01/07/24 01/15/24 - 01/28/24 01/14/24 - 01/27/24	BW 9M PF	01/03/24***
03	01/31/24	01/08/24 - 01/21/24 01/29/24 - 02/11/24 01/28/24 - 02/10/24	BW 9M PF	01/17/24***
04	02/14/24	01/22/24 - 02/04/24 02/12/24 - 02/25/24 02/11/24 - 02/24/24	BW 9M PF	01/31/24
05	02/28/24	02/05/24 - 02/18/24 02/26/24 - 03/10/24 02/25/24 - 03/09/24	BW 9M PF	02/14/24
06	03/13/24	02/19/24 - 03/03/24 03/11/24 - 03/24/24 03/10/24 - 03/23/24	BW 9M PF	02/28/24
07	03/27/24	03/04/24 - 03/17/24 03/25/24 - 04/07/24 03/24/24 - 04/06/24	BW 9M PF	03/13/24
08	04/10/24	03/18/24 - 03/31/24 04/08/24 - 04/21/24 04/07/24 - 04/20/24	BW 9M PF	03/27/24
09	04/24/24	04/01/24 - 04/14/24 04/22/24 - 05/05/24 04/21/24 - 05/04/24	BW 9M PF	04/10/24
10	05/08/24	04/15/24 - 04/28/24 05/06/24 - 05/14/24 05/05/24 - 05/18/24	BW 9M PF	04/24/24
11	05/22/24	04/29/24 - 05/12/24 05/19/24 - 06/01/24	BW PF	05/08/24
12	06/05/24	05/13/24 - 05/26/24 06/02/24 - 06/15/24	BW PF	05/22/24
13	06/19/24	05/27/24 - 06/09/24 06/16/24 - 06/29/24	BW PF	06/05/24
14	07/03/24	06/10/24 - 06/23/24 06/30/24 - 07/13/24	BW PF	06/18/24***
15	07/17/24	06/24/24 - 07/07/24 07/14/24 - 07/27/24	BW PF	07/03/24***

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16	07/31/24	07/08/24 - 07/21/24 07/28/24 - 08/10/24	BW PF	07/17/24
17	08/14/24	07/22/24 - 08/04/24 TBD 08/11/24 - 08/24/24	BW 9M PF	07/31/24
18	08/28/24	08/05/24 - 08/18/24 TBD 08/25/24 - 09/07/24	BW 9M PF	08/14/24
19	09/11/24	08/19/24 - 09/01/24 TBD 09/08/24 - 09/21/24	BW 9M PF	08/28/24
20	09/25/24	09/02/24 - 09/15/24 TBD 09/22/24 - 10/05/24	BW 9M PF	09/11/24
21	10/09/24	09/16/24 - 09/29/24 TBD 10/06/24 - 10/19/24	BW 9M PF	09/25/24
22	10/23/24	09/30/24 - 10/13/24 TBD 10/20/24 - 11/02/24	BW 9M PF	10/09/24
23	11/06/24	10/14/24 - 10/27/24 TBD 11/03/24 - 11/16/24	BW 9M PF	10/23/24
24	11/20/24	10/28/24 - 11/10/24 TBD 11/17/24 - 11/30/24	BW 9M PF	11/06/24
25	12/04/24	11/11/24 - 11/24/24 TBD 12/01/24 - 12/14/24	BW 9M PF	11/20/24
26	12/18/24	11/25/24 - 12/08/24 TBD 12/15/24 - 12/31/24	BW 9M PF	12/04/24

**** ACCELERATED DEADLINE DUE TO HOLIDAY**

*****Short data entry period due to Holiday**

NOTES:

Future transactions will have a personnel date equal to or greater than the first day of the pay period.

Calendar is subject to change.

Revised: 10/4/23