



January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Holiday — official ASU designated holiday	2	3	4 PAR and DMX deadline at 9 a.m. PTR deadline	5 Payroll and DM lockout	6 Payroll and DM lockout
7 Pay period ends: Dec. 25–Jan. 7 Payroll and DM lockout	8 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	9 Payroll confirmed Payroll and DM lockout	10 Departments review payroll register Resume normal	11	12 Payday	13
14	15 Dr. Martin Luther King, Jr. Day — official ASU designated holiday	16	17	18 PAR and DMX deadline at 9 a.m. PTR deadline	19 Payroll and DM lockout	20 Payroll and DM lockout
21 Pay period ends: Jan. 8–Jan. 21 Payroll and DM lockout	22 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	23 Payroll confirmed Payroll and DM lockout	24 Departments review payroll register Resume normal	25	26 Payday	27
28	29	30	31			



February 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 PAR and DMX deadline at 9 a.m. PTR deadline	2 Payroll and DM lockout	3 Payroll and DM lockout
4 Pay period ends: Jan. 22–Feb. 4 Payroll and DM lockout	5 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	6 Payroll confirmed Payroll and DM lockout	7 Departments review payroll register Resume normal	8	9 Payday	10
11	12	13	14	15 PAR and DMX deadline at 9 a.m. PTR deadline	16 Payroll and DM lockout	17 Payroll and DM lockout
18 Pay period ends: Feb. 5–Feb. 18 Payroll and DM lockout	19 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	20 Payroll confirmed Payroll and DM lockout	21 Departments review payroll register Resume normal	22	23 Payday	24
25	26	27	28	29 PAR and DMX deadline at 9 a.m. PTR deadline		



March 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Payroll and DM lockout	2 Payroll and DM lockout
3 Pay period ends: Feb. 19–March 3 Payroll and DM lockout	4 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	5 Payroll confirmed Payroll and DM lockout	6 Departments review payroll register Resume normal	7	8 Payday	9
10	11	12	13	14 PAR and DMX deadline at 9 a.m. PTR deadline	15 Payroll and DM lockout	16 Payroll and DM lockout
17 Pay period ends: March 4–March 17 Payroll and DM lockout	18 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	19 Payroll confirmed Payroll and DM lockout	20 Departments review payroll register Resume normal	21	22 Payday	23
24	25	26	27	28 PAR and DMX deadline at 9 a.m. PTR deadline	29 Payroll and DM lockout	30 Payroll and DM lockout
31 Pay period ends: March 18–March 31 Payroll and DM lockout						



April 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	2 Payroll confirmed Payroll and DM lockout	3 Departments review payroll register Resume normal	4	5 Payday	6
7	8	9	10	11 PAR and DMX deadline at 9 a.m. PTR deadline	12 Payroll and DM lockout	13 Payroll and DM lockout
14 Pay period ends: April 1–April 14 Payroll and DM lockout	15 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	16 Payroll confirmed Payroll and DM lockout	17 Departments review payroll register Resume normal	18	19 Payday	20
21	22	23	24	25 PAR and DMX deadline at 9 a.m. PTR deadline	26 Payroll and DM lockout	27 Payroll and DM lockout
28 Pay period ends: April 15–April 28 Payroll and DM lockout	29 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	30 Payroll confirmed Payroll and DM lockout				



May 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Departments review payroll register Resume normal	2	3 Payday	4
5	6	7	8	9 PAR and DMX deadline at 9 a.m. PTR deadline	10 Payroll and DM lockout	11 Payroll and DM lockout
12 Pay period ends: April 29–May 12 Payroll and DM lockout	13 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	14 Payroll confirmed Payroll and DM lockout	15 Departments review payroll register Resume normal	16	17 Payday	18
19	20	21	22 PAR and DMX deadline at 9 a.m. PTR deadline	23 Payroll and DM lockout	24 DTA approval of hours — deadline at noon Payroll and DM lockout	25 Payroll and DM lockout
26 Pay period ends: May 13–May 26 Payroll and DM lockout	27 Memorial Day — official ASU designated holiday Pay period starts	28 Payroll confirmed Payroll and DM lockout	29 Departments review payroll register Resume normal	30	31 Payday	



June 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 PAR and DMX deadline at 9 a.m. PTR deadline	7 Payroll and DM lockout	8 Payroll and DM lockout
9 Pay period ends: May 27–June 9 Payroll and DM lockout	10 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	11 Payroll confirmed Payroll and DM lockout	12 Departments review payroll register Resume normal	13	14 Payday	15
16	17	18	19	20 PAR and DMX deadline at 9 a.m. PTR deadline	21 Payroll and DM lockout	22 Payroll and DM lockout
23 Pay period ends: June 10–June 23 Payroll and DM lockout	24 Pay period starts DTA approval of hours — deadline at noon	25 Payroll confirmed Payroll and DM lockout	26 Departments review payroll register Resume normal	27	28 Payday	29
30						



July 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 PAR and DMX deadline at 9 a.m. PTR deadline	4 Independence Day — official ASU designated holiday	5 Payroll and DM lockout	6 Payroll and DM lockout
7 Pay period ends: June 24–July 7 Payroll and DM lockout	8 Pay period starts DTA approval of hours — deadline at noon	9 Payroll confirmed Payroll and DM lockout	10 Departments review payroll register Resume normal	11	12 Payday	13
14	15	16	17	18 PAR and DMX deadline at 9 a.m. PTR deadline	19 Payroll and DM lockout	20 Payroll and DM lockout
21 Pay period ends: July 8–July 21 Payroll and DM lockout	22 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	23 Payroll confirmed Payroll and DM lockout	24 Departments review payroll register Resume normal	25	26 Payday	27
28	29	30	31			



August 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 PAR and DMX deadline at 9 a.m. PTR deadline	2 Payroll and DM lockout	3 Payroll and DM lockout
4 Pay period ends: July 22–Aug. 4 Payroll and DM lockout	5 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	6 Payroll confirmed Payroll and DM lockout	7 Departments review payroll register Resume normal	8	9 Payday	10
11	12	13	14	15 PAR and DMX deadline at 9 a.m. PTR deadline	16 Payroll and DM lockout	17 Payroll and DM lockout
18 Pay period ends: Aug. 5–Aug. 18 Payroll and DM lockout	19 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	20 Payroll confirmed Payroll and DM lockout	21 Departments review payroll register Resume normal	22	23 Payday	24
25	26	27	28 PAR and DMX deadline at 9 a.m. PTR deadline	29 Payroll and DM lockout	30 DTA approval of hours — deadline at noon Payroll and DM lockout	31 Payroll and DM lockout



September 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Pay period ends: Aug. 19–Sept. 1 Payroll and DM lockout	2 Labor Day — official ASU designated holiday Pay period starts	3 Payroll confirmed Payroll and DM lockout	4 Departments review payroll register Resume normal	5	6 Payday	7
8	9	10	11	12 PAR and DMX deadline at 9 a.m. PTR deadline	13 Payroll and DM lockout	14 Payroll and DM lockout
15 Pay period ends: Sept. 2–Sept. 15 Payroll and DM lockout	16 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	17 Payroll confirmed Payroll and DM lockout	18 Departments review payroll register Resume normal	19	20 Payday	21
22	23	24	25	26 PAR and DMX deadline at 9 a.m. PTR deadline	27 Payroll and DM lockout	28 Payroll and DM lockout
29 Pay period ends: Sept. 16–Sept. 29 Payroll and DM lockout	30 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout					



October 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Payroll confirmed Payroll and DM lockout	2 Departments review payroll register Resume normal	3	4 Payday	5
6	7	8	9	10 PAR and DMX deadline at 9 a.m. PTR deadline	11 Payroll and DM lockout	12 Payroll and DM lockout
13 Pay period ends: Sept. 30–Oct. 13 Payroll and DM lockout	14 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	15 Payroll confirmed Payroll and DM lockout	16 Departments review payroll register Resume normal	17	18 Payday	19
20	21	22	23	24 PAR and DMX deadline at 9 a.m. PTR deadline	25 Payroll and DM lockout	26 Payroll and DM lockout
27 Pay period ends: Oct. 14–Oct. 27 Payroll and DM lockout	28 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	29 Payroll confirmed Payroll and DM lockout	30 Departments review payroll register Resume normal	31		



November 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Payday	2
3	4	5	6 PAR and DMX deadline at 9 a.m. PTR deadline	7 Payroll and DM lockout	8 DTA approval of hours — deadline at noon Payroll and DM lockout	9 Payroll and DM lockout
10 Pay period ends: Oct. 28–Nov. 10 Payroll and DM lockout	11 Veteran’s Day — official ASU designated holiday Pay period starts	12 Payroll confirmed Payroll and DM lockout	13 Departments review payroll register Resume normal	14	15 Payday	16
17	18	19 PAR and DMX deadline at 9 a.m. PTR deadline	20 Payroll and DM lockout	21 DTA approval of hours — deadline at noon Payroll and DM lockout	22 Payroll confirmed Payroll and DM lockout	23 Payroll and DM lockout
24 Pay period ends: Nov. 11–Nov. 24 Payroll and DM lockout	25 Pay period starts Departments review payroll register Resume normal	26	27 Payday	28 Thanksgiving Holiday — official ASU designated holiday	29 Thanksgiving Holiday — official ASU designated holiday	30



December 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 PAR and DMX deadline at 9 a.m. PTR deadline	6 Payroll and DM lockout	7 Payroll and DM lockout
8 Pay period ends: Nov. 25–Dec. 8 Payroll and DM lockout	9 Pay period starts DTA approval of hours — deadline at noon Payroll and DM lockout	10 Payroll confirmed Payroll and DM lockout	11 Departments review payroll register Resume normal	12	13 Payday	14
15	16	17 PAR and DMX deadline at 9 a.m. PTR deadline	18 Payroll and DM lockout	19 DTA approval of hours — deadline at noon Payroll and DM lockout	20 Payroll confirmed Payroll and DM lockout	21
22 Pay period ends: Dec. 9–Dec. 22 Payroll and DM lockout	23 Pay period starts Departments review payroll register Resume normal	24	25 Holiday — official ASU designated holiday	26 Holiday — official ASU designated holiday	27 Payday	28
29	30	31				