

MURRAY STATE UNIVERSITY
2024 PAYROLL CALENDAR
EMPLOYEES PAID MONTHLY
PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2024	MN	1	1	January 1, 2024	January 31, 2024	January 31, 2024	January 18, 2024	January 22, 2024	9:00 AM
2024	MN	2	1	February 1, 2024	February 29, 2024	February 29, 2024	February 16, 2024	February 20, 2024	9:00 AM
2024	MN	3	1	March 1, 2024	March 31, 2024	March 29, 2024	March 13, 2024	March 15, 2024	9:00 AM
2024	MN	4	1	April 1, 2024	April 30, 2024	April 30, 2024	April 17, 2024	April 19, 2024	9:00 AM
2024	MN	5	1	May 1, 2024	May 31, 2024	May 31, 2024	May 17, 2024	May 21, 2024	9:00 AM
2024	MN	6	1	June 1, 2024	June 30, 2024	June 28, 2024	June 14, 2024	June 18, 2024	9:00 AM
2024	MN	7	1	July 1, 2024	July 31, 2024	July 31, 2024	July 18, 2024	July 22, 2024	9:00 AM
2024	MN	8	1	August 1, 2024	August 31, 2024	August 30, 2024	August 19, 2024	August 21, 2024	9:00 AM
2024	MN	9	1	September 1, 2024	September 30, 2024	September 30, 2024	September 17, 2024	September 19, 2024	9:00 AM
2024	MN	10	1	October 1, 2024	October 31, 2024	October 31, 2024	October 18, 2024	October 22, 2024	9:00 AM
2024	MN	11	1	November 1, 2024	November 30, 2024	November 29, 2024	November 15, 2023	November 19, 2023	9:00 AM
2024	MN	12	1	December 1, 2024	December 31, 2024	PENDING	PENDING	PENDING	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2024	MN	1	1	January 1, 2024	January 31, 2024	January 1, 2024	February 5, 2024	3:00 PM	February 7, 2024	3:00 PM
2024	MN	2	1	February 1, 2024	February 29, 2024	February 1, 2024	March 5, 2024	3:00 PM	March 7, 2024	3:00 PM
2024	MN	3	1	March 1, 2024	March 31, 2024	March 1, 2024	April 5, 2024	3:00 PM	April 9, 2024	3:00 PM
2024	MN	4	1	April 1, 2024	April 30, 2024	April 1, 2024	May 6, 2024	3:00 PM	May 8, 2024	3:00 PM
2024	MN	5	1	May 1, 2024	May 31, 2024	May 1, 2024	June 5, 2024	3:00 PM	June 7, 2024	3:00 PM
2024	MN*	6	1	June 1, 2024	June 30, 2024	June 1, 2024	PENDING	3:00 PM	PENDING	3:00 PM
2024	MN	7	1	July 1, 2024	July 31, 2024	July 1, 2024	August 5, 2024	3:00 PM	August 7, 2024	3:00 PM
2024	MN	8	1	August 1, 2024	August 31, 2024	August 1, 2024	September 5, 2024	3:00 PM	September 9, 2024	3:00 PM
2024	MN	9	1	September 1, 2024	September 30, 2024	September 1, 2024	October 7, 2024	3:00 PM	October 9, 2024	3:00 PM
2024	MN	10	1	October 1, 2024	October 31, 2024	October 1, 2024	November 6, 2024	3:00 PM	November 8, 2024	3:00 PM
2024	MN	11	1	November 1, 2024	November 30, 2024	November 1, 2024	December 5, 2024	3:00 PM	December 9, 2024	3:00 PM
2024	MN	12	1	December 1, 2024	December 31, 2024	December 1, 2024	January 6, 2025	3:00 PM	January 8, 2025	3:00 PM

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

11/30/2023