

2024 MONTHLY PAYROLL CALENDAR

* Deviates from the normal deadline

** MO = USA

MH = USA HealthCare Management LLC

MI = University of South Alabama Health Authority

| Payroll ID** and Number | Period Covered | PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM | Employee Leave Report Submission Before 5:00 PM (a) | Approvers Leave Report Approval Before 5:00 PM | Check Date |
|------------------------------------|-------------------------|--|--|---|-------------------|
| MO/MH/MI 01 | 12/01/2023 - 12/31/2023 | 12/14/2023* | 01/15/2024 | 01/20/2024 | 01/02/2024 |
| MO/MH/MI 02 | 01/01/2024 - 01/31/2024 | 01/19/2024 | 02/15/2024 | 02/20/2024 | 02/01/2024 |
| MO/MH/MI 03 | 02/01/2024 - 02/28/2024 | 02/16/2024 | 03/15/2024 | 03/20/2024 | 03/01/2024 |
| MO/MH/MI 04 | 03/01/2024 - 03/31/2024 | 03/20/2024 | 04/15/2024 | 04/20/2024 | 04/01/2024 |
| MO/MH/MI 05 | 04/01/2024 - 04/30/2024 | 04/19/2024 | 05/15/2024 | 05/20/2024 | 05/01/2024 |
| MO/MH/MI 06 | 05/01/2024 - 05/31/2024 | 05/20/2024 | 06/15/2024 | 06/20/2024 | 06/03/2024 |
| MO/MH/MI 07 | 06/01/2024 - 06/30/2024 | 06/20/2024 | 07/15/2024 | 07/20/2024 | 07/01/2024 |
| MO/MH/MI 08 | 07/01/2024 - 07/31/2024 | 07/19/2024 | 08/15/2024 | 08/20/2024 | 08/01/2024 |
| MO/MH/MI 09 | 08/01/2024 - 08/31/2024 | 08/16/2024 | 09/15/2024 | 09/20/2024 | 09/02/2024 |
| MO/MH/MI 10 | 09/01/2024 - 09/30/2024 | 09/20/2024 | 10/15/2024 | 10/20/2024 | 10/01/2024 |
| MO/MH/MI 11 | 10/01/2024 - 10/31/2024 | 10/18/2024 | 11/15/2024 | 11/20/2024 | 11/01/2024 |
| MO/MH/MI 12 | 11/01/2024 - 11/30/2024 | 11/18/2024 | 12/15/2024 | 12/20/2024 | 12/02/2024 |

Dates may be subject to change due to unforeseen circumstances

Revised 10/17/2023