

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