

MEMO TO: All Faculty and Staff
 FROM: Dorene Spotts, Fiscal Manager
 SUBJECT: Payroll Schedule for Fiscal Year 2024

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance).

DATES TO REMEMBER:

- Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2023. This form can be found on our website at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.

You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>. If you have any questions, please contact the Payroll Department at 530-8780 or visit the [payroll website](#) for FAQ's.

Paid Holidays

Please note, schedule may change based on changes to UToledo holiday calendar.

	Academic on both Campuses	Clinical/UTPPA
Independence Day	Tuesday, July 4, 2023	Same as Academic
Labor Day	Monday, September 4, 2023	Same as Academic
Veterans Day [Observed]	Friday, November 10, 2023	Saturday, November 11, 2023
Thanksgiving Day	Thursday, November 23, 2023	Same as Academic
President's Day (Flex)	Friday, November 24, 2023	Same as Academic
Columbus Day (Flex)	Tuesday, December 26, 2023	Sunday, December 24, 2023
Christmas Day	Monday, December 25, 2023	Same as Academic
New Year's Day	Monday, January 1, 2024	Same as Academic
Martin Luther King Day	Monday, January 15, 2024	Same as Academic
Memorial Day	Monday, May 27, 2024	Same as Academic
Juneteenth	Wednesday, June 19, 2024	Same as Academic

Who should I contact with questions/problems with API, Online Timesheets, Online Leave Reporting, and TimeClock Plus? Any questions or problems should be emailed to payroll@utoledo.edu instead of an individual payroll employee so we can serve you as quickly as possible.

What are normal weekly deadlines for Timecards, API, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates to be moved up).

- TimeClock Plus employee approval: Due by 12:00pm of pay week Monday
- TimeClock Plus supervisor approval: Due by 5:00pm of pay week Monday
- API employee sign off: Due by 5:00 pm of non-payroll Monday

- API supervisor approval: Due by 11:00 am on non-payroll Thursday
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week
- Online Timesheet supervisor approval: Due 5:00 pm Monday of pay week
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week

Holidays that cause a change to the normal schedule deadlines are noted below. **Please note, schedule may change based on changes to UToledo holiday calendar.**

Pay No.	Pay Day	API Approval	Online Time Sheet Submission	Online Supervisor Approval	TCP approval	Special Notes
13	6/30/2023	6/22/2023	6/25/2023	6/26/2023	6/26/2023	
14	7/14/2023	7/6/2023	7/9/2023	7/10/2023	7/10/2023	
15	7/28/2023	7/20/2023	7/23/2023	7/24/2023	7/24/2023	
16	8/11/2023	8/3/2023	8/6/2023	8/7/2023	8/7/2023	
17	8/25/2023	8/17/2023	8/20/2023	8/21/2023	8/21/2023	
18	9/8/2023	8/30/2023	9/3/2023	9/5/2023	9/5/2023	Holiday Change
19	9/22/2023	9/14/2023	9/17/2023	9/18/2023	9/18/2023	
20	10/6/2023	9/28/2023	10/1/2023	10/2/2023	10/2/2023	
21	10/20/2023	10/12/2023	10/15/2023	10/16/2023	10/16/2023	
22	11/3/2023	10/26/2023	10/29/2023	10/30/2023	10/30/2023	
23	11/17/2023	11/8/2023	11/12/2023	11/13/2023	11/13/2023	Holiday Change
24	12/1/2023	11/21/2023	11/26/2023	11/27/2023	11/27/2023	Holiday Change
25	12/15/2023	12/7/2023	12/10/2023	12/11/2023	12/11/2023	
26	12/29/2023	12/19/2023	12/21/2023	12/22/2023	12/22/2023	Holiday Change
1	1/12/2024	1/4/2024	1/7/2024	1/8/2024	1/8/2024	
2	1/26/2024	1/18/2024	1/21/2024	1/22/2024	1/22/2024	
3	2/9/2024	2/1/2024	2/4/2024	2/5/2024	2/5/2024	
4	2/23/2024	2/15/2024	2/18/2024	2/19/2024	2/19/2024	
5	3/8/2024	2/29/2024	3/3/2024	3/4/2024	3/4/2024	
6	3/22/2024	3/14/2024	3/17/2024	3/18/2024	3/18/2024	
7	4/5/2024	3/28/2024	3/31/2024	4/1/2024	4/1/2024	
8	4/19/2024	4/11/2024	4/14/2024	4/15/2024	4/15/2024	
9	5/3/2024	4/25/2024	4/28/2024	4/29/2024	4/29/2024	
10	5/17/2024	5/9/2024	5/12/2024	5/13/2024	5/13/2024	
11	5/31/2024	5/22/2024	5/26/2024	5/28/2024	5/28/2024	Holiday Change
12	6/14/2024	6/6/2024	6/9/2024	6/10/2024	6/10/2024	
13	6/28/2024	6/20/2024	6/23/2024	6/24/2024	6/24/2024	
14	7/12/2024	7/3/2024	7/7/2024	7/8/2024	7/8/2024	Holiday Change
15	7/26/2024	7/18/2024	7/21/2024	7/22/2024	7/22/2024	