

# Eastern Washington University Pay Schedule

## 2024

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	Web Timesheet Approval 6:00AM	Days to Submit & Approve Timesheets	PR Runs	Holiday
2024	SM	1	Dec 16-31	10-Jan	80	3-Jan	4-Jan	2	5-Jan	12/25/23
2024	SM	2	Jan 1-15	25-Jan	88	17-Jan	18-Jan	2	22-Jan	1/1 & 1/15/24
2024	SM	3	Jan 16-31	9-Feb	96	2-Feb	5-Feb	2	6-Feb	
2024	SM	4	Feb 1-15	26-Feb	88	16-Feb	20-Feb	*1	21-Feb	
2024	SM	5	Feb 16-29	11-Mar	80	4-Mar	5-Mar	2	6-Mar	02/19/24
2024	SM	6	Mar 1-15	25-Mar	88	18-Mar	19-Mar	*1	20-Mar	
2024	SM	7	Mar 16-31	10-Apr	80	2-Apr	3-Apr	2	5-Apr	
2024	SM	8	Apr 1-15	25-Apr	88	17-Apr	18-Apr	2	22-Apr	
2024	SM	9	Apr 16-30	10-May	88	2-May	3-May	2	7-May	
2024	SM	10	May 1-15	24-May	88	17-May	20-May	2	21-May	
2024	SM	11	May 16-31	10-Jun	96	3-Jun	4-Jun	*1	5-Jun	05/27/24
2024	SM	12	Jun 1-15	25-Jun	80	17-Jun	18-Jun	*1	20-Jun	
2024	SM	13	Jun 16-30	10-Jul	80	2-Jul	3-Jul	2	5-Jul	06/19/24
2024	SM	14	Jul 1-15	25-Jul	88	17-Jul	18-Jul	2	22-Jul	07/04/24
2024	SM	15	Jul 16-31	9-Aug	96	2-Aug	5-Aug	2	6-Aug	
2024	SM	16	Aug 1-15	26-Aug	88	19-Aug	20-Aug	2	21-Aug	
2024	SM	17	Aug 16-31	10-Sep	88	3-Sep	4-Sep	*1	5-Sep	
2024	SM	18	Sep 1-15	25-Sep	80	17-Sep	18-Sep	2	20-Sep	09/02/24
2024	SM	19	Sep 16-30	10-Oct	88	2-Oct	3-Oct	2	7-Oct	
2024	SM	20	Oct 1-15	25-Oct	88	17-Oct	18-Oct	2	22-Oct	
2024	SM	21	Oct 16-31	8-Nov	96	1-Nov	4-Nov	*1	5-Nov	
2024	SM	22	Nov 1-15	25-Nov	88	18-Nov	19-Nov	*1	20-Nov	11/11/24
2024	SM	23	Nov 16-30	10-Dec	80	3-Dec	4-Dec	2	5-Dec	11/28 & 11/29/24
2024	SM	24	Dec 1-15	24-Dec	80	17-Dec	18-Dec	2	19-Dec	

**Please remember:**

**Best practice** is to submit your timesheet after your final shift in the pay period. **Web timesheet cutoff** is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

**For hourly employees:** Confirm that hours reported on a holiday were actually worked.

Time worked on a **holiday** by **work study students** must be paid from a departmental index.

**\*Note the employee & supervisor have one day to submit and approve timesheets.**