MONTHLY PAYROLL SCHEDULE FOR SOM & TEC

PAY	HRAF'S/HR WEB PAY ADJUSTMENTS DUE TO TEC/SOM ADMIN	APPROVED TRANSACTIONS DUE TO DATA SERVICE	Supp Pay Req Due SOM/TEC ADMIN	APPROVED PAY REQUESTS DUE IN EU PAYROLL 12:00	PAYROLL RUN DATE	PAY DATE
January-24	01/11/24	01/18/24	01/18/24	01/23/24	01/24/24	01/31/24
February-24	02/13/24	02/20/24	02/16/24	02/23/24	02/26/24	02/29/24
March-24	03/13/24	03/20/24	03/20/24	03/25/24	03/26/24	03/29/24
April-24	04/11/24	04/18/24	04/18/24	04/23/24	04/24/24	04/30/24
May-24	05/09/24	05/16/24	05/16/24	05/21/24	05/22/24	05/31/24
June-24	06/07/24	06/14/24	06/13/24	06/18/24	06/20/24	06/28/24
July-24	07/11/24	07/18/24	07/18/24	07/23/24	07/24/24	07/31/24
August-24	08/14/24	08/21/24	08/21/24	08/26/24	08/27/24	08/30/24
September-24	09/12/24	09/19/24	09/19/24	09/24/24	09/25/24	09/30/24
October-24	10/10/24	10/17/24	10/17/24	10/22/24	10/23/24	10/31/24
November-24	1107/24	11/14/24	11/14/24	11/19/24	11/20/24	11/27/24
December-24	12/05/24	12/12/24	12/12/24	12/17/24	12/18/24	12/30/24

Supplemental Payrolls

Supp Pay Req Due SOM/TEC ADMIN	APPROVED PAY REQUESTS DUE IN EU PAYROLL 12:00	RUN DATE	PAY DATE
1/4/24	01/09/24	01/10/24	01/12/24
2/5/24	02/09/24	02/12/24	02/15/24
3/6/24	03/11/24	03/12/24	03/15/24
4/4/24	04/09/24	04/10/24	04/15/24
5/2/24	05/07/24	05/08/24	05/15/24
6/5/23	06/07/24	06/10/24	06/14/24
7/2/24	07/09/24	07/10/24	07/15/24
8/5/24	08/09/24	08/12/24	08/15/24
9/4/24	09/09/24	09/10/24	09/13/24
10/3/24	10/08/24	10/09/24	10/15/24
11/4/24	11/08/24	11/11/24	11/15/24
12/2/24	12/06/24	12/09/24	12/13/24

* Please Note: All Approved Pay Requests are due in the Payroll Dept by 12:00 pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.