

OHIO UNIVERSITY CALENDAR FOR 2023-2024 BI-WEEKLY PAYROLLS

| PAY PERIOD # | **PAY PERIOD** | | # REMAINING PAYS | WORKFORCE | CHECK DATE |
|-----------------|------------------|---------------|---------------------|--|---------------|
| | <u>BEGINNING</u> | <u>ENDING</u> | | ONLINE TIME REPORTING APPROVALS DUE <u>FOR PAYROLL</u> | |
| 1 | 06/18/23 | - 07/01/23 | 26 | 07/03/23 | 07/12/23 |
| 2 | 07/02/23 | - 07/15/23 | 25 | 07/18/23 | 07/26/23 |
| 3 | 07/16/23 | - 07/29/23 | 24 | 08/01/23 | 08/09/23 |
| 4 | 07/30/23 | - 08/12/23 | 23 | 08/15/23 | 08/23/23 |
| 5 | 08/13/23 | - 08/26/23 | 22 | 08/29/23 | 09/06/23 |
| 6 | 08/27/23 | - 09/09/23 | 21 | 09/12/23 | 09/20/23 |
| 7 | 09/10/23 | - 09/23/23 | 20 | 09/26/23 | 10/04/23 |
| 8 | 09/24/23 | - 10/07/23 | 19 | 10/10/23 | 10/18/23 |
| 9 | 10/08/23 | - 10/21/23 | 18 | 10/24/23 | 11/01/23 |
| 10 | 10/22/23 | - 11/04/23 | 17 | 11/07/23 | 11/15/23 |
| 11 | 11/05/23 | - 11/18/23 | 16 | 11/21/23 | 11/29/23 |
| 12 | 11/19/23 | - 12/02/23 | 15 | 12/05/23 | 12/13/23 |
| 13 | 12/03/23 | - 12/16/23 | 14 | 12/18/23 | A 12/27/23 |
| 14 | 12/17/23 | - 12/30/23 | 13 | 01/02/24 | 01/10/24 |
| 15 | 12/31/23 | - 01/13/24 | 12 | 01/16/24 | 01/24/24 |
| 16 | 01/14/24 | - 01/27/24 | 11 | 01/30/24 | 02/07/24 |
| 17 | 01/28/24 | - 02/10/24 | 10 | 02/13/24 | 02/21/24 |
| 18 | 02/11/24 | - 02/24/24 | 9 | 02/27/24 | 03/06/24 |
| 19 | 02/25/24 | - 03/09/24 | 8 | 03/12/24 | 03/20/24 |
| 20 | 03/10/24 | - 03/23/24 | 7 | 03/26/24 | 04/03/24 |
| 21 | 03/24/24 | - 04/06/24 | 6 | 04/09/24 | 04/17/24 |
| 22 | 04/07/24 | - 04/20/24 | 5 | 04/23/24 | 05/01/24 |
| 23 | 04/21/24 | - 05/04/24 | 4 | 05/07/24 | 05/15/24 |
| 24 | 05/05/24 | - 05/18/24 | 3 | 05/21/24 | 05/29/24 |
| 25 | 05/19/24 | - 06/01/24 | 2 | 06/04/24 | 06/12/24 |
| 26 | 06/02/24 | - 06/15/24 | 1 | 06/18/24 | 06/26/24 |

A- DAY EARLIER THAN NORMAL
a- 3 DAYS EARLIER THAN NORMAL -WBC

B-LAST NORMAL WORKDAY OF PAY
PERIOD

IMPORTANT PAYROLL INFORMATION AND DATES FOR 2023-2024

DEADLINES FOR PAYROLL SUBMISSION ARE AS FOLLOWS:

FOR BIWEEKLY PAYS - THE TUESDAY FOLLOWING THE END OF THE PAY PERIOD
(EXCEPT FOR HOLIDAY PERIODS)

FOR SEMIMONTHLY PAYS - DUE ON THE 1st FOR THE 15TH PAY PERIOD
DUE ON THE 15th FOR THE LAST DAY OF MONTH PAY PERIOD

UNIVERSITY HOLIDAYS OBSERVED 2023-2024:

| | |
|--------------------------|----------------------------------|
| JULY 4 2023 | 4TH OF JULY |
| SEPTEMBER 4 2023 | LABOR DAY |
| NOVEMBER 10 2023 | VETERANS DAY |
| NOVEMBER 23 2023 | THANKSGIVING |
| NOVEMBER 24 2023 | INDIGENOUS PEOPLES'/COLUMBUS DAY |
| DECEMBER 25 & 26 2023 | CHRISTMAS & PRESIDENTS DAY |
| DECEMBER 27, 28, 29 2023 | WINTER CLOSURE DAYS |
| JANUARY 1, 2024 | NEW YEAR'S DAY JAN 1, 2024 |
| JANUARY 15 2024 | MARTIN LUTHER KING DAY |
| MAY 27 2024 | MEMORIAL DAY |
| JUNE 19 2024 | JUNETEENTH |

2023-2024 TAX WITHHOLDING SCHEDULE FOR TAXABLE FEE WAIVERS

| | <u>SEMI-MONTHLY</u> | <u>BI-WEEKLY</u> |
|-----------------|----------------------------|--------------------------|
| SUMMER | 8/15, 8/31, 9/15, 9/29 | 8/9, 8/23, 9/6, 9/20 |
| FALL SEMESTER | 10/13, 10/31, 11/14, 11/28 | 10/4, 10/18, 11/1, 11/15 |
| SPRING SEMESTER | 2/15, 2/28, 3/15, 3/31 | 2/7, 2/21, 3/6, 3/20 |

FEE WAIVERS FOR SPOUSES AND DEPENDENTS ARE
TAXABLE INCOME AND SUBJECT TO WITHHOLDING OF FEDERAL, STATE, MEDICARE,
CITY, AND SCHOOL DISTRICT INCOME TAXES. FULL WAIVERS WILL BE SPLIT OVER 4 PAYS.
HALF WAIVERS WILL BE SPLIT OVER 2 PAYS.

PAYROLL WEB PAGE ADDRESS

<https://www.ohio.edu/hr/payroll/>