

University of the Incarnate Word

ADMINISTRATORS/FACULTY PAYROLL SCHEDULE

FISCAL YEAR 2023-2024

Monthly Pay Period		FORMS ARE DUE TO THE PAYROLL OFFICE BY 5:00 P.M.	Pay Date	Pay #
June 1, 2023	June 30, 2023	June 15, 2023	June 30, 2023	MN6
July 1, 2023	July 31, 2023	July 17, 2023	July 31, 2023	MN7
August 1, 2023	August 31, 2023	August 15, 2023	August 31, 2023	MN8
September 1, 2023	September 30, 2023	September 15, 2023	September 29, 2023	MN9
October 1, 2023	October 31, 2023	October 16, 2023	October 31, 2023	MN10
November 1, 2023	November 30, 2023	November 15, 2023	November 30, 2023	MN11
**December 1, 2023	December 31, 2023	December 11, 2023	December 20, 2023	MN12
January 1, 2024	January 31, 2024	January 16, 2024	January 31, 2024	MN1
February 1, 2024	February 29, 2024	February 15, 2024	February 29, 2024	MN2
March 1, 2024	March 31, 2024	March 15, 2024	March 29, 2024	MN3
April 1, 2024	April 30, 2024	April 15, 2024	April 30, 2024	MN4
May 1, 2024	May 31, 2024	May 15, 2024	May 31, 2024	MN5

**** Schedule subject to change due to Holidays ****

Pay Authorization Forms, Deduction Forms and Leave Request Forms