

**LAG PAYROLL - F53, F54, F57, F58, F67, F68, F94, F95, F65, F66**

**KAPI'OLANI COMMUNITY COLLEGE INTERNAL PAYROLL DEADLINE FOR CALENDAR YEAR 2024**

PAY PERIOD	PAY DATE	PEOPLESOFT (PS) APPROVAL WORKFLOW DUE DATE				FRINGE
		Personnel and Position Management Change Forms submit to HR by 9:00am	HR to submit into PeopleSoft by 9:00am	Fiscal Authority Approve in PeopleSoft by 9:00am	Appointing Officer Approve in PeopleSoft by 9:00am	D55s, Meals, T/A to Payroll by 11:00am & submit to HR by 8:00am
01/01/24 - 01/15/24	01/19/24	12/18/23	12/21/23	12/26/23	12/27/23	12/28/23
01/16/24 - 01/31/24	02/05/24	01/02/24	01/05/24	01/10/24	01/11/24	01/12/24
02/01/24 - 02/15/24	02/20/24	01/16/24	01/19/24	01/26/24	01/29/24	01/30/24
02/16/24 - 02/29/24	03/05/24	02/01/24	02/05/24	02/09/24	02/12/24	02/13/24
03/01/24 - 03/15/24	03/20/24	02/16/24	02/20/24	02/27/24	02/28/24	02/29/24
03/16/24 - 03/31/24	04/05/24	03/01/24	03/04/24	03/12/24	03/13/24	03/14/24
04/01/24 - 04/15/24	04/19/24	03/18/24	03/21/24	03/27/24	03/28/24	04/01/24
04/16/24 - 04/30/24	05/03/24	04/01/24	04/04/24	04/11/24	04/12/24	04/15/24
05/01/24 - 05/15/24	05/20/24	04/16/24	04/19/24	04/26/24	04/29/24	04/30/24
05/16/24 - 05/31/24	06/05/24	05/01/24	05/06/24	05/13/24	05/14/24	05/15/24
06/01/24 - 06/15/24	06/20/24	05/16/24	05/20/24	05/28/24	05/29/24	05/30/24
06/16/24 - 06/30/24	07/05/24	06/03/24	06/06/24	06/12/24	06/13/24	06/14/24
07/01/24 - 07/15/24	07/19/24	06/17/24	06/20/24	06/26/24	06/27/24	06/28/24
07/16/24 - 07/31/24	08/05/24	07/01/24	07/04/24	07/12/24	07/15/24	07/16/24
08/01/24 - 08/15/24	08/20/24	07/16/24	07/19/24	07/26/24	07/29/24	07/30/24
08/16/24 - 08/31/24	09/05/24	08/01/24	08/05/24	08/12/24	08/13/24	08/14/24
09/01/24 - 09/15/24	09/20/24	08/19/24	08/22/24	08/28/24	08/29/24	08/30/24
09/16/24 - 09/30/24	10/04/24	09/03/24	09/06/24	09/12/24	09/13/24	09/16/24
10/01/24 - 10/15/24	10/18/24	09/16/24	09/19/24	09/26/24	09/27/24	09/30/24
10/16/24 - 10/31/24	11/04/24	10/01/24	10/04/24	10/11/24	10/14/24	10/15/24
11/01/24 - 11/15/24	11/20/24	10/16/24	10/21/24	10/25/24	10/28/24	10/29/24
11/16/24 - 11/30/24	12/05/24	11/01/24	11/04/24	11/12/24	11/13/24	11/14/24
12/01/24 - 12/15/24	12/20/24	11/18/24	11/21/24	11/28/24	11/29/24	12/02/24
12/16/24 - 12/31/24	01/03/25	12/02/24	12/05/24	12/10/24	12/11/24	12/12/24
01/01/25 - 01/15/25	01/20/25	TBA	TBA	TBA	TBA	TBA