

Fiscal Year 2024 PHR/Payroll Control Schedule

REVISED

| Fiscal Year & PP | Pay Period Start Date | Pay Period End Date | Pay Check Issue Date \$\$\$ | Timesheet Approval Cut-off Date | NRA Paperwork Due to Payroll | SRA & Other Deduction Docs Due to Payroll | Final Docs Due to CPB | CREATE & APPROVE PHR Time Entry & Pay Adjustments | | | VIEW Pay Calculation Screen | | | APPROVE Pay Calculation Screen (by noon of last day) | | | Teacher Retirement & UMCP/UMBC Parking & Transit Pass Deductions Taken | Health Plans Deduction Taken |
|------------------|-----------------------|---------------------|--------------------------------|---------------------------------|------------------------------|---|-----------------------|---|------|----------|-----------------------------|------|----------|--|------|----------|--|---------------------------------|
| | | | | | | | | | | | | | | | | | | |
| FY24 01 | 06-18-23 | 07-01-23 | 07-07-23 | 07-08-23 | 06-20-23 | 06-26-23 | 06-28-23 | 06-19-23 | thru | 06-26-23 | 06-21-23 | thru | 06-26-23 | 06-27-23 | thru | 06-28-23 | NO | YES (22 pay employees not paid) |
| FY24 02 | 07-02-23 | 07-15-23 | 07-21-23 | 07-22-23 | 07-04-23 | 07-11-23 | 07-13-23 | 07-03-23 | thru | 07-11-23 | 07-05-23 | thru | 07-11-23 | 07-12-23 | thru | 07-13-23 | NO | YES (22 pay employees not paid) |
| FY24 03 | 07-16-23 | 07-29-23 | 08-04-23 | 08-05-23 | 07-18-23 | 07-25-23 | 07-27-23 | 07-17-23 | thru | 07-25-23 | 07-19-23 | thru | 07-25-23 | 07-26-23 | thru | 07-27-23 | NO | YES (22 pay employees not paid) |
| FY24 04 | 07-30-23 | 08-12-23 | 08-18-23 | 08-19-23 | 08-01-23 | 08-08-23 | 08-10-23 | 07-31-23 | thru | 08-08-23 | 08-02-23 | thru | 08-08-23 | 08-09-23 | thru | 08-10-23 | NO | YES |
| FY24 05 | 08-13-23 | 08-26-23 | 09-01-23 | 09-02-23 | 08-15-23 | 08-22-23 | 08-24-23 | 08-14-23 | thru | 08-22-23 | 08-16-23 | thru | 08-22-23 | 08-23-23 | thru | 08-24-23 | YES | NO |
| FY24 06 | 08-27-23 | 09-09-23 | 09-15-23 | 09-16-23 | 08-29-23 | 09-05-23 | 09-07-23 | 08-28-23 | thru | 09-05-23 | 08-30-23 | thru | 09-05-23 | 09-06-23 | thru | 09-07-23 | YES | YES |
| FY24 07 | 09-10-23 | 09-23-23 | 09-29-23 | 09-30-23 | 09-12-23 | 09-19-23 | 09-21-23 | 09-11-23 | thru | 09-19-23 | 09-13-23 | thru | 09-19-23 | 09-20-23 | thru | 09-21-23 | YES | YES |
| FY24 08 | 09-24-23 | 10-07-23 | 10-13-23 | 10-14-23 | 09-26-23 | 10-02-23 | 10-04-23 | 09-25-23 | thru | 10-02-23 | 09-27-23 | thru | 10-02-23 | 10-03-23 | thru | 10-04-23 | YES | YES |
| FY24 09 | 10-08-23 | 10-21-23 | 10-27-23 | 10-28-23 | 10-10-23 | 10-17-23 | 10-19-23 | 10-09-23 | thru | 10-17-23 | 10-11-23 | thru | 10-17-23 | 10-18-23 | thru | 10-19-23 | YES | YES |
| FY24 10 | 10-22-23 | 11-04-23 | 11-09-23 | 11-11-23 | 10-24-23 | 10-30-23 | 11-01-23 | 10-23-23 | thru | 10-30-23 | 10-25-23 | thru | 10-30-23 | 10-31-23 | thru | 11-01-23 | YES | YES |
| FY24 11 | 11-05-23 | 11-18-23 | 11-22-23 | 11-25-23 | 11-07-23 | 11-13-23 | 11-15-23 | 11-06-23 | thru | 11-13-23 | 11-08-23 | thru | 11-13-23 | 11-14-23 | thru | 11-15-23 | YES | YES |
| FY24 12 | 11-19-23 | 12-02-23 | 12-08-23 | 12-09-23 | 11-21-23 | 11-28-23 | 11-30-23 | 11-20-23 | thru | 11-28-23 | 11-22-23 | thru | 11-28-23 | 11-29-23 | thru | 11-30-23 | YES | YES |
| FY24 13 | 12-03-23 | 12-16-23 | 12-22-23 | 12-23-23 | 12-05-23 | 12-12-23 | 12-14-23 | 12-04-23 | thru | 12-12-23 | 12-06-23 | thru | 12-12-23 | 12-13-23 | thru | 12-14-23 | YES | YES |
| FY24 14 | 12-17-23 | 12-30-23 | 01-05-24 | 01-06-24 | 12-08-23 | 12-19-23 | 12-20-23 | 12-18-23 | thru | 12-25-23 | 12-20-23 | thru | 12-25-23 | 12-26-23 | thru | 12-27-23 | YES | NO |
| FY24 15 | 12-31-23 | 01-13-24 | 01-19-24 | 01-20-24 | 01-02-24 | 01-09-24 | 01-10-24 | 01-01-24 | thru | 01-08-24 | 01-03-24 | thru | 01-08-24 | 01-09-24 | thru | 01-10-24 | YES | YES |
| FY24 16 | 01-14-24 | 01-27-24 | 02-02-24 | 02-03-24 | 01-16-24 | 01-23-24 | 01-25-24 | 01-15-24 | thru | 01-23-24 | 01-17-24 | thru | 01-23-24 | 01-24-24 | thru | 01-25-24 | YES | YES |
| FY24 17 | 01-28-24 | 02-10-24 | 02-16-24 | 02-17-24 | 01-30-24 | 02-06-24 | 02-08-24 | 01-29-24 | thru | 02-06-24 | 01-31-24 | thru | 02-06-24 | 02-07-24 | thru | 02-08-24 | YES | YES |
| FY24 18 | 02-11-24 | 02-24-24 | 03-01-24 | 03-02-24 | 02-13-24 | 02-20-24 | 02-22-24 | 02-12-24 | thru | 02-20-24 | 02-14-24 | thru | 02-20-24 | 02-21-24 | thru | 02-22-24 | YES | YES |
| FY24 19 | 02-25-24 | 03-09-24 | 03-15-24 | 03-16-24 | 02-27-24 | 03-05-24 | 03-07-24 | 02-26-24 | thru | 03-05-24 | 02-28-24 | thru | 03-05-24 | 03-06-24 | thru | 03-07-24 | YES | YES |
| FY24 20 | 03-10-24 | 03-23-24 | 03-29-24 | 03-30-24 | 03-08-24 | 03-19-24 | 03-21-24 | 03-11-24 | thru | 03-19-24 | 03-13-24 | thru | 03-19-24 | 03-20-24 | thru | 03-21-24 | YES | YES |
| FY24 21 | 03-24-24 | 04-06-24 | 04-12-24 | 04-13-24 | 03-26-24 | 04-02-24 | 04-04-24 | 03-25-24 | thru | 04-02-24 | 03-27-24 | thru | 04-02-24 | 04-03-24 | thru | 04-04-24 | YES | YES |
| FY24 22 | 04-07-24 | 04-20-24 | 04-26-24 | 04-27-24 | 04-09-24 | 04-16-24 | 04-18-24 | 04-08-24 | thru | 04-16-24 | 04-10-24 | thru | 04-16-24 | 04-17-24 | thru | 04-18-24 | YES | YES |
| FY24 23 | 04-21-24 | 05-04-24 | 05-10-24 | 05-11-24 | 04-23-24 | 04-30-24 | 05-02-24 | 04-22-24 | thru | 04-30-24 | 04-24-24 | thru | 04-30-24 | 05-01-24 | thru | 05-02-24 | YES | YES |
| FY24 24 | 05-05-24 | 05-18-24 | 05-24-24 | 05-25-24 | 05-07-24 | 05-14-24 | 05-16-24 | 05-06-24 | thru | 05-14-24 | 05-08-24 | thru | 05-14-24 | 05-15-24 | thru | 05-16-24 | YES | YES |
| FY24 25 | 05-19-24 | 06-01-24 | 06-07-24 | 06-08-24 | 05-21-24 | 05-28-24 | 05-30-24 | 05-20-24 | thru | 05-28-24 | 05-22-24 | thru | 05-28-24 | 05-29-24 | thru | 05-30-24 | NO | YES |
| FY24 26 | 06-02-24 | 06-15-24 | 06-21-24 | 06-22-24 | 06-04-24 | 06-11-24 | 06-12-24 | 06-03-24 | thru | 06-11-24 | 06-05-24 | thru | 06-11-24 | 06-12-24 | thru | 06-13-24 | NO | YES (22 pay employees not paid) |
| FY24 27 | 06-16-24 | 06-29-24 | 07-05-24 | 07-06-24 | 06-18-24 | 06-25-24 | 06-27-24 | 06-17-24 | thru | 06-25-24 | 06-19-24 | thru | 06-25-24 | 06-26-24 | thru | 06-27-24 | NO | YES (22 pay employees not paid) |
| FY25 01 | 06-30-24 | 07-13-24 | 07-19-24 | 07-20-24 | 07-02-24 | 07-09-24 | 07-11-24 | 07-01-24 | thru | 07-09-24 | 07-03-24 | thru | 07-09-24 | 07-10-24 | thru | 07-11-24 | NO | YES (22 pay employees not paid) |

Revised By CPB

First Pay Period in FY25