

# 2024 PAYROLL CALENDAR FOR FACULTY AND EXEMPT STAFF

Pay Period: 1<sup>st</sup> - 15<sup>th</sup>, 16<sup>th</sup> - the end of the month

## NOVEMBER 2023

| Sun | Mon | Tues | Wed   | Thu  | Fri  | Sat |
|-----|-----|------|-------|------|------|-----|
|     |     |      | 1     | 2    | 3    | 4   |
| 5   | 6   | 7    | 8     | 9    | H 10 | 11  |
| 12  | 13  | 14   | P 15  | 16   | 17   | 18  |
| 19  | 20  | 21   | Hd 22 | H 23 | H 24 | 25  |
| 26  | 27  | 28   | 29    | P 30 |      |     |

- Nov 1-15: Benefits Open Enrollment
- Nov 10: Veterans' Day Holiday**
- Nov 13-Dec 1: United Way Campaign
- Nov 22-25: Thanksgiving Break (students)
- Nov 22: Thanksgiving Holiday (half day)**
- Nov 23-24: Thanksgiving Holiday (staff & faculty)**
- \*LAW Nov 30: Fall Semester Last Class Day**

## DECEMBER 2023

| Sun | Mon  | Tues | Wed  | Thu  | Fri  | Sat |
|-----|------|------|------|------|------|-----|
|     |      |      |      |      | 1    | 2   |
| 3   | 4    | 5    | 6    | 7    | 8    | 9   |
| 10  | 11   | 12   | 13   | 14   | P 15 | 16  |
| 17  | 18   | 19   | 20   | P 21 | H 22 | 23  |
| 24  | H 25 | H 26 | H 27 | H 28 | H 29 | 30  |
| 31  |      |      |      |      |      |     |

- Dec 2: Fall Quarter Last Class Day
- Dec 4-9 Fall Final Exam Week
- \*LAW Dec 5-15: Fall Final Exam Week**
- Dec 10-Jan 2: Winter Break (students)
- \*LAW Dec 16: December Commencement**
- \*LAW Dec 18-Jan 1'24: Semester Break**
- Dec 22-Jan 1: Christmas Break**

## JANUARY 2024

| Sun | Mon  | Tues | Wed  | Thu | Fri  | Sat |
|-----|------|------|------|-----|------|-----|
|     | H 1  | 2    | 3    | 4   | 5    | 6   |
| 7   | 8    | 9    | 10   | 11  | P 12 | 13  |
| 14  | H 15 | 16   | 17   | 18  | 19   | 20  |
| 21  | 22   | 23   | 24   | 25  | 26   | 27  |
| 28  | 29   | 30   | P 31 |     |      |     |

- Jan 2: University Reopens
- Jan 3: Winter Quarter Classes Begin
- Jan 6: Deadline to Provide W2 Consent via mySeattleU Employee on the Tax Information subpage**
- \*LAW Jan 8: Spring Semester Classes Begin**
- Jan 12: 2024 United Way 1st Ded
- Jan 15: Martin Luther King Jr. Holiday**
- Week of Jan 21: W-2s Mailed Home

## FEBRUARY 2024

| Sun | Mon  | Tues | Wed | Thu  | Fri | Sat |
|-----|------|------|-----|------|-----|-----|
|     |      |      |     | 1    | 2   | 3   |
| 4   | 5    | 6    | 7   | 8    | 9   | 10  |
| 11  | 12   | 13   | 14  | P 15 | 16  | 17  |
| 18  | H 19 | 20   | 21  | 22   | 23  | 24  |
| 25  | 26   | 27   | 28  | P 29 |     |     |

- Feb 19: Presidents' Day Holiday**

## MARCH 2024

| Sun | Mon | Tues | Wed | Thu  | Fri  | Sat |
|-----|-----|------|-----|------|------|-----|
|     |     |      |     |      | 1    | 2   |
| 3   | 4   | 5    | 6   | 7    | 8    | 9   |
| 10  | 11  | 12   | 13  | 14   | P 15 | 16  |
| 17  | 18  | 19   | 20  | 21   | 22   | 23  |
| 24  | 25  | 26   | 27  | P 28 | H 29 | 30  |
| 31  |     |      |     |      |      |     |

- Mar 11: Winter Quarter Last Class Day
- \*LAW Mar 11-15: Spring Break**
- Mar 12-16: Winter Final Exam Week
- Mar 17-24: Spring Break (students)
- Mar 25: Spring Quarter Classes Begin
- Mar 29: Good Friday Holiday**

## APRIL 2024

| Sun | Mon  | Tues | Wed | Thu | Fri | Sat |
|-----|------|------|-----|-----|-----|-----|
|     | H 1  | 2    | 3   | 4   | 5   | 6   |
| 7   | 8    | 9    | 10  | 11  | 12  | 13  |
| 14  | P 15 | 16   | 17  | 18  | 19  | 20  |
| 21  | 22   | 23   | 24  | 25  | 26  | 27  |
| 28  | 29   | P 30 |     |     |     |     |

- Apr 1: Easter Monday Holiday (\*LAW IN-SESSION)**
- Apr 11: University Mission Day (Classes Before 1:30PM Cancelled)
- \*LAW Apr 25: Spring Semester Last Class Day**
- \*LAW Apr 30 - May 10: Spring Final Exam Week**

## MAY 2024

| Sun | Mon  | Tues | Wed | Thu  | Fri | Sat |
|-----|------|------|-----|------|-----|-----|
|     |      |      |     | 1    | 2   | 3   |
| 4   | 5    | 6    | 7   | 8    | 9   | 10  |
| 11  | 12   | 13   | 14  | P 15 | 16  | 17  |
| 18  | H 19 | 20   | 21  | 22   | 23  | 24  |
| 25  | 26   | 27   | 28  | P 29 |     |     |

- \*LAW Apr 30 - May 10: Spring Final Exam Week**
- \*LAW May 11: Spring Commencement**
- \*LAW May 20 - 23: SITIE Immersion Course**
- \*LAW May 24 - 27: Memorial Day Holiday**
- May 27: Memorial Day Holiday**
- \*LAW May 28: Flex JD Summer Begins**
- June 3: Spring Quarter Last Class Day

## JUNE 2024

| Sun | Mon | Tues | Wed  | Thu  | Fri  | Sat |
|-----|-----|------|------|------|------|-----|
|     |     |      |      |      |      | 1   |
| 2   | 3   | 4    | 5    | 6    | 7    | 8   |
| 9   | 10  | 11   | 12   | 13   | P 14 | 15  |
| 16  | 17  | 18   | H 19 | 20   | 21   | 22  |
| 23  | 24  | 25   | 26   | LR27 | P 28 | 29  |
| 30  |     |      |      | LS28 |      |     |

- \*LAW Jun 3 - Upper L & SITIE 1st Class Day**
- June 4-8: Spring Final Exam Week
- June 10: Commencement
- \*LAW Jun 17 - Crim Law Sec B 1st Class Day**
- June 17: Summer Quarter Classes Begin (1st 4-wk, 8-wk, & 10-wk)
- June 19: Juneteenth Holiday**
- \*LAW Jun 24 - Crim Law A & E 1st Class Day**

## JULY 2024

| Sun | Mon  | Tues | Wed  | Thu | Fri | Sat |
|-----|------|------|------|-----|-----|-----|
|     | 1    | 2    | 3    | H 4 | H 5 | 6   |
| 7   | 8    | 9    | 10   | 11  | 12  | 13  |
| 14  | P 15 | 16   | 17   | 18  | 19  | 20  |
| 21  | 22   | 23   | 24   | 25  | 26  | 27  |
| 28  | 29   | 30   | P 31 |     |     |     |

- July 4-5: Independence Day Holiday**
- July 13: Last Class Day (1st 4-wk)
- July 15: FY'25 Staff Salary Implemented (Exempt)
- July 15: First Class Day (2nd 4-wk)
- July 25: FY'25 Staff Salary Implemented (NonExempt)
- \*LAW Jul 25: Last Class Day for Upper Div Courses**
- \*LAW Jul 29 - 31: Final Exam for Upper L Courses**

## AUGUST 2024

| Sun | Mon | Tues | Wed | Thu  | Fri  | Sat |
|-----|-----|------|-----|------|------|-----|
|     |     |      |     | 1    | 2    | 3   |
| 4   | 5   | 6    | 7   | 8    | 9    | 10  |
| 11  | 12  | 13   | 14  | P 15 | 16   | 17  |
| 18  | 19  | 20   | 21  | 22   | 23   | 24  |
| 25  | 26  | 27   | 28  | 29   | P 30 | 31  |

- \*LAW Aug 1: Last Class Day for Crim Law & Flex JD**
- \*LAW Aug 5-7: Final Exam for Crim Law & Flex JD**
- Aug 10: Last Class Day (2nd 4-wk & 8-wk)
- Aug 12: Intersession Classes Begin
- Aug 24: Last Class Day (10-wk)
- \*LAW Aug 26: Fall Semester Classes Begin**

## SEPTEMBER 2024

| Sun | Mon  | Tues | Wed | Thu | Fri  | Sat |
|-----|------|------|-----|-----|------|-----|
| 1   | H 2  | 3    | 4   | 5   | 6    | 7   |
| 8   | 9    | 10   | 11  | 12  | P 13 | 14  |
| 15  | 16   | 17   | 18  | 19  | 20   | 21  |
| 22  | 23   | 24   | 25  | 26  | 27   | 28  |
| 29  | P 30 |      |     |     |      |     |

- Sept 2: Labor Day Holiday**
- Sept 7: Last Class Day (Intersession)
- Sept 13: FY'25 Faculty Salary Implemented
- Sept 20: Coffee and Donuts with the President (9-11am)
- Sept 25: Fall Quarter Classes Begin

## OCTOBER 2024

| Sun | Mon | Tues | Wed | Thu  | Fri | Sat |
|-----|-----|------|-----|------|-----|-----|
|     |     | 1    | 2   | 3    | 4   | 5   |
| 6   | 7   | 8    | 9   | 10   | 11  | 12  |
| 13  | 14  | P 15 | 16  | 17   | 18  | 19  |
| 20  | 21  | 22   | 23  | 24   | 25  | 26  |
| 27  | 28  | 29   | 30  | P 31 |     |     |

- Oct 3: Mass of the Holy Spirit (No classes/Offices between 10am-1:30am)

## NOVEMBER 2024

| Sun | Mon  | Tues | Wed     | Thu  | Fri  | Sat |
|-----|------|------|---------|------|------|-----|
|     |      |      |         |      | 1    | 2   |
| 3   | 4    | 5    | 6       | 7    | 8    | 9   |
| 10  | H 11 | 12   | 13      | 14   | P 15 | 16  |
| 17  | 18   | 19   | 20      | 21   | 22   | 23  |
| 24  | 25   | 26   | P/Hd 27 | H 28 | H 29 | 30  |

- Nov 1-15: Benefits Open Enrollment
- TBD: United Way campaign
- Nov 11: Veterans' Day Holiday**
- Nov 27: Thanksgiving Holiday (half day)**
- Nov 28-29: Thanksgiving Holiday (staff & faculty)**
- Nov 28 - Dec 1: Thanksgiving Break (students)

## DECEMBER 2024

| Sun | Mon  | Tues | Wed  | Thu  | Fri  | Sat |
|-----|------|------|------|------|------|-----|
| 1   | 2    | 3    | 4    | 5    | 6    | 7   |
| 8   | 9    | 10   | 11   | 12   | P 13 | 14  |
| 15  | 16   | 17   | 18   | 19   | P 20 | 21  |
| 22  | H 23 | H 24 | H 25 | H 25 | H 27 | 28  |
| 29  | H 30 | H 31 |      |      |      |     |

- \*LAW Dec 5: Fall Semester Last Class Day**
- Dec 7: Fall Quarter Last Class Day
- Dec 9-14 Fall Final Exam Week
- \*LAW Dec 10-20: Fall Final Exam Week**
- Dec 15-Jan 5: Winter Break (students)

**P** Payday

**LR27** June 27- FY'24 Leave Report Due to Supervisor via MySeattleU

**LS28** June 28- FY'24 Supervisor Leave Approval Due to Payroll via MySeattleU

**H** Holiday

**\*LAW Dec 21: Dec Commencement**

**Dec 23-Jan 1: Christmas Break**

**\*LAW Dec 23-Jan 5: Semester Break**

Jan 2: University Reopens

**Jan 6: Winter Classes Begin**

**\*LAW Jan 13: Spring Semester Classes Begin**