

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
FIRST QUARTER, ENDING MARCH 31, 2024**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
111	HRLY SAL	DEC 16-31 DEC 25 - JAN 09	DEC 13** DEC 15 G	DEC 06 DEC 13	DEC 13 DEC 15	JAN 04 JAN 10	JAN 16 JAN 16
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 19** JAN 05 G	DEC 08 DEC 19	DEC 19 JAN 05	JAN 16 JAN 25	FEB 01 FEB 01
121	HRLY SAL	JAN 16-31 JAN 25 - FEB 09	JAN 10** JAN 19 G	JAN 05 JAN 12	JAN 12 JAN 19	FEB 01 FEB 12	FEB 16 FEB 16
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 26** FEB 06 G	JAN 19 JAN 31	JAN 29 FEB 06	FEB 16 FEB 26	MAR 01 MAR 01
131	HRLY SAL	FEB 16-29 FEB 25-MAR 09	FEB 09** FEB 21 G	FEB 05 FEB 14	FEB 09 FEB 21	MAR 01 MAR 11	MAR 15 MAR 15
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 23** MAR 06 G	FEB 16 FEB 27	FEB 23 MAR 06	MAR 18 MAR 25	MAR 29 MAR 29

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
SECOND QUARTER, ENDING JUNE 30, 2024**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
211	HRLY SAL	MAR 16 - MAR 31 MAR 25 - APR 09	MAR 11** MAR 21 G	MAR 04 MAR 14	MAR 11 MAR 21	APR 01 APR 10	APR 16 APR 16
212	HRLY SAL	APR 01 - APR 15 APR 10 - APR 24	MAR 25** APR 04 G	MAR 20 MAR 27	MAR 28 APR 04	APR 16 APR 25	MAY 01 MAY 01
221	HRLY SAL	APR 16 - APR 30 APR 25 - MAY 09	APR 10** APR 19 G	APR 05 APR 12	APR 11 APR 19	MAY 01 MAY 10	MAY 16 MAY 16
222	HRLY SAL	MAY 1 - MAY 15 MAY 10 - MAY 24	APR 25** MAY 03 G	APR 18 APR 26	APR 25 MAY 03	MAY 16 MAY 28	MAY 31 MAY 31
231	HRLY SAL	MAY 16 - MAY 31 MAY 25 - JUN 09	MAY 10** MAY 20 G	MAY 03 MAY 10	MAY 10 MAY 17	JUN 03 JUN 10	JUN 14 JUN 14
232	HRLY SAL	JUN 1 - JUN 15 JUN 10 - JUN 24	MAY 24** JUN 06 G	MAY 20 MAY 30	MAY 28 JUN 06	JUN 17 JUN 25	JUL 01 – FY24 JUL 01 – FY25

OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
THIRD QUARTER, ENDING SEPTEMBER 30, 2024

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
311	HRLY SAL	JUN 16 - JUN 30 JUN 25 - JUL 09	JUN 11** JUN 20 G	JUN 05 JUN 13	JUN 12 JUN 20	JUL 02 JUL 10	JUL 16 –FY25 JUL 16 –FY25
312	HRLY SAL	JUL 1 - JUL 15 JUL 10 - JUL 24	JUN 24** JUL 08 G	JUN 20 JUN 27	JUN 27 JUL 08	JUL 16 JUL 25	AUG 01 AUG 01
321	HRLY SAL	JUL 16 - JUL 31 JUL 25 - AUG 09	JUL 10** JUL 19 G	JUL 08 JUL 12	JUL 11 JUL 19	AUG 01 AUG 12	AUG 16 AUG 16
322	HRLY SAL	AUG 01 - AUG 15 AUG 10 - AUG 24	JUL 26** AUG 05 G	JUL 19 JUL 29	JUL 26 AUG 05	AUG 16 AUG 26	AUG 30 AUG 30
331	HRLY SAL	AUG 16 - AUG 31 AUG 25 - SEP 09	AUG 09** AUG 21 G	AUG 02 AUG 14	AUG 09 AUG 21	SEP 03 SEP 10	SEP 16 SEP 16
332	HRLY SAL	SEP 01 - SEP 15 SEP 10 - SEP 24	AUG 27** SEP 05 G	AUG 21 AUG 29	AUG 28 SEP 05	SEP 16 SEP 25	SEP 30 SEP 30

OLD DOMINION UNIVERSITY -- SEMI-MONTHLY EXTERNAL PAYROLL SCHEDULE
FOURTH QUARTER, ENDING DECEMBER 31, 2024.

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S' Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
411	HRLY SAL	SEP 16 - SEP 30 SEP 25 - OCT 09	SEP 10** SEP 19 G	SEP 05 SEP 13	SEP 12 SEP 19	OCT 01 OCT 10	OCT 16 OCT 16
412	HRLY SAL	OCT 01 - OCT 15 OCT 10 - OCT 24	SEP 25** OCT 04 G	SEP 19 OCT 02	SEP 26 OCT 07	OCT 16 OCT 25	NOV 01 NOV 01
421	HRLY SAL	OCT 16 - OCT 31 OCT 25 - NOV 09	OCT 10** OCT 18 G	OCT 07 OCT 16	OCT 11 OCT 21	NOV 01 NOV 11	NOV 15 NOV 15
422	HRLY SAL	NOV 01 - NOV 15 NOV 10 - NOV 24	OCT 28** NOV 06 G	OCT 21 OCT 31	OCT 28 NOV 06	NOV 18 NOV 25	NOV 29 NOV 29
431	HRLY SAL	NOV 16 - NOV 30 NOV 25 - DEC 09	NOV 11** NOV 15 G	NOV 06 NOV 11	NOV 11 NOV 18	DEC 02 DEC 10	DEC 16 DEC 16
432	HRLY SAL	DEC 01 - DEC 15 DEC 10 - DEC 24	NOV 21** DEC 05 G	NOV 20 NOV 26	NOV 26 DEC 05	DEC 16 DEC 18***	DEC 31 DEC 31

Notes:

*Leave Reports and Time Sheets must be submitted to Approver by 11:59 p.m. on last day of pay period.

** Hourly (4021) and undergraduate student (4025, 4028, 4029) EAPF/E1s deadline; G = graduate student (4022, 4023, 4122, 4123) EAPF/E1s deadline.

***Hours for a portion of these pay periods will need to be estimated and submitted early.