



# XAVIER UNIVERSITY OF LOUISIANA

## Office of Human Resources

1 Drexel Drive ★ Box 104-C  
New Orleans, Louisiana 70125-1098  
(504) 520-7537 ★ Fax (504) 520-7937

## 2024 Exempt Employee Pay/Approval Dates

No.	Payroll Period	WTE Approval	Pay Date
1	Jan 1 - Jan 31	Feb 5	Jan 31
2	Feb 1 - Feb 28	Mar 5	Feb 29
3	Mar 1 - Mar 31	April 5	Mar 29
4	Apr 1 - Apr 30	May 5	Apr 30
5	May 1 - May 31	June 5	May 31
6	Jun 1 - Jun 30	July 5	Jun 28
7	Jul 1 - Jul 31	Aug 5	Jul 31
8	Aug 1 - Aug 31	Sep 5	Aug 30
9	Sept 1 - Sept 30	Oct 5	Sept 30
10	Oct 1 - Oct 31	Nov 5	Oct 31
11	Nov 1 - Nov 30	Dec 5	Nov 29
12	Dec 1 - Dec 31	Jan 5	Dec 31

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources **by the 10<sup>th</sup> of the month** prior to the pay period in which they are to be processed.

***Please Note:***

PAID TIME OFF HOURS SUCH AS (VACATION, SICK LEAVE, ETC.)

SHOULD BE ENTERED PRIOR TO SUBMITTING THE LEAVE REPORT FOR APPROVAL.



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## 2024 Non-Exempt Employee Pay/Approval Dates

No.	Payroll Period	WTE Approval	Pay Date
1	Dec 24 - Jan 6	Jan 9	Jan 12
2	Jan 7 – Jan 20	Jan 23	Jan 26
3	Jan 21 - Feb 3	Feb 6	Feb 9
4	Feb 4 - Feb 17	Feb 20	Feb 23
5	Feb 18 - Mar 2	Mar 5	Mar 8
6	Mar 3 - Mar 16	Mar 19	Mar 22
7	Mar 17 – Mar 30	Apr 2	Apr 5
8	Mar 31 - Apr 13	Apr 16	Apr 19
9	Apr 14 – Apr 27	Apr 30	May 3
10	April 28 - May 11	May 14	May 17
11	May 12 – May 25	May 28	May 31
12	May 26 – Jun 8	Jun 11	Jun 14
13	Jun 9 – Jun 22	Jun 25	Jun 28
14	Jun 23 - Jul 6	Jul 9	Jul 12
15	Jul 7 – Jul 20	Jul 23	Jul 26
16	Jul 21 - Aug 3	Aug 6	Aug 9
17	Aug 4 - Aug 17	Aug 20	Aug 23
18	Aug 18 – Aug 31	Sep 3	Sept 6
19	Sep 1 – Sep 14	Sep 17	Sep 20
20	Sep 15 – Sept 28	Oct 1	Oct 4
21	Sep 29 - Oct 12	Oct 15	Oct 18
22	Oct 13– Oct 26	Oct 29	Nov 1
23	Oct 27 - Nov 9	Nov 12	Nov 15
24	Nov 10 – Nov 23	Nov 26	Nov 29
25	Nov 24 - Dec 7	Dec 10	Dec 13
26	Dec 8 – Dec 21	Dec 23	Dec 27

All Non-Exempt timesheets must be approved in WTE by the Approver on or prior to the WTE approval date. *There will be no pay adjustments outside of the pay period.* **No Exceptions.**

Electronic Personnel Action Forms (EPAF) are due in Human Resources **two weeks** prior to the start of the pay period in which it is to be processed.