The Texas A&M International University
A Member of the Texas A&M University System

Monthly Payroll Processing Dates For 12-Month Employees

Fiscal Year 2024

FROM	THROUGH	PAY DATE
1-Sep	30-Sep	**10/2/2023**
1-Oct	31-Oct	**11/1/2023**
1-Nov	30-Nov	**12/1/2023**
1-Dec	31-Dec	**1/2/2024**
1-Jan	31-Jan	**2/1/2024**
1-Feb	29-Feb	**3/1/2024**
1-Mar	31-Mar	**4/1/2024**
1-Apr	30-Apr	**5/1/2024**
1-May	31-May	**6/3/2024**
1-Jun	30-Jun	**7/1/2024**
1-Jul	31-Jul	**8/1/2024**
1-Aug	31-Aug	**9/3/2024**

Important Payroll Information -

*Changes to direct deposit information must be submitted in Workday <u>on or before</u> the 14th of each month to be reflected on your next regular payroll.

**Leave requests should be submitted by the employee immedietly before or after the leave is taken. If leave is submitted after the fact it should be submitted no later than the 14th of the following month to avoid pay issues. For leave questions please contact HR at ext. 2365.