

2024 PAYROLL CALENDAR FOR NON-EXEMPT STAFF--STUDENTS, TRADES STAFF, & TEMPORARY

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
				S 2	3	4
5	6	7	P 9	H 10		11
12	13	14	W 15	16	17	18
19	20	21	P/Hd22	H 23	H 24	25
26	27	28	29	W 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

FEBRUARY 2024

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

- Feb 19: Presidents' Day Holiday

MAY 2024

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

- \*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

AUGUST 2024

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

NOVEMBER 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					S 1	2
3	4	5	6	7	P 8	9
10	H 11	12	13	14	W 15	16
17	S 18	19	20	21	22	23
24	P 25	26	HD 27	H 28	H 29	W 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 2023

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

- TE approval must be submitted to Payroll at NOON
- 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 12: Semester Break
- Dec 22-Jan 1: Christmas Break

MARCH 2024

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

- 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

JUNE 2024

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

- W 30
- \*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

SEPTEMBER 2024

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

DECEMBER 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	S 2	3	4	5	6	7
8	9	P 10	11	12	13	14
15	16	S 17	18	19	P 20	21
22	H 23	H 24	H 25	H 26*	H 27*	28
29	H 30*	H/W31	*(12/26-30 union workdays)			

- \*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)

JANUARY 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	H 1	S 2	3	4	5	6
7	8	9	P 10	11	12	13
14	W/H 15	16	S 17	18	19	20
21	22	23	24	P 25	26	27
28	29	30	W 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 10: 2024 United Way 1st Ded
- Jan 15: Martin Luther King Jr. Holiday
- Week of Jan 21: W-2s Mailed Home

APRIL 2024

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

JULY 2024

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

OCTOBER 2024

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

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

P Payday

W TE due to supervisor

S Supervisor's TE approval deadline to Payroll

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