

# MINES | Administrative Processing Services (MAPS)

## SEMI MONTHLY PAYROLL SCHEDULE 2023-2024

Year	SM #	END OF PAY PERIOD	STUDENT SUBMISSION DEADLINE	APPROVAL DEADLINE	PAYDATE
2023	15	7/31/2023	8/2/2023	8/5/2023	8/15/2023
2023	16	8/15/2023	8/17/2023	8/22/2023	8/31/2023
2023	17	8/31/2023	9/2/2023	9/5/2023	9/15/2023
2023	18	9/15/2023	9/17/2023	9/22/2023	9/29/2023
2023	19	9/30/2023	10/2/2023	10/5/2023	10/13/2023
2023	20	10/15/2023	10/17/2023	10/22/2023	10/31/2023
2023	21	10/31/2023	11/2/2023	11/5/2023	11/15/2023
2023	22	11/15/2023	<b>11/15/2023***</b>	<b>11/17/2023***</b>	11/30/2023
2023	23	11/30/2023	12/2/2023	12/5/2023	12/15/2023
2023	<b>24</b>	<b>12/15/2023</b>	<b>12/17/2023***</b>	<b>12/18/2023***</b>	<b>12/29/2023</b>
2023	1	12/31/2023	1/2/2024	1/5/2024	1/12/2024
2024	2	1/15/2024	1/17/2024	1/22/2024	1/31/2024
2024	3	1/31/2024	2/2/2024	2/5/2024	2/15/2024
2024	4	2/15/2024	2/17/2024	2/22/2024	2/29/2024
2024	5	2/29/2024	3/2/2024	3/5/2024	3/15/2024
2024	6	3/15/2024	3/17/2024	3/22/2024	3/29/2024
2024	7	3/31/2024	4/2/2024	4/5/2024	4/15/2024
2024	8	4/15/2024	4/17/2024	4/22/2024	4/30/2024
2024	9	4/30/2024	5/2/2024	5/5/2024	5/15/2024
2024	10	5/15/2024	5/17/2024	5/22/2024	5/31/2024
2024	11	5/31/2024	6/2/2024	6/5/2024	6/14/2024
2024	12	6/15/2024	6/17/2024	6/22/2024	6/28/2024
2024	13	6/30/2024	7/2/2024	7/5/2024	7/15/2024
2024	14	7/15/2024	7/17/2024	7/22/2024	7/31/2024

\*\*\*Indicates early submission and approval required so paychecks can be process prior to break.

As a general rule, students have two calendar days to submit their timesheet and supervisors have five calendar days to approve. The payroll office will communicate with students and supervisors if additional days will be authorized.