



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

12 Month Pay Groups

(Twelve Month Faculty, Salaried Administrators and Staff)

| Payroll Period | Relocation Reimbursements Due to Payroll by 5:00 pm | SPARs Due to Payroll by 5:00 pm | OneUSG Time Entry & Approvals Due by 5:00 pm | Paycheck Issue Date |
|----------------|---|---------------------------------|--|---------------------|
| Jan 2024 | Jan 16, 2024 | Jan 18, 2024 | Jan 19, 2024 | Jan 31, 2024 |
| Feb 2024 | Feb 13, 2024 | Feb 15, 2024 | Feb 16, 2024 | Feb 29, 2024 |
| Mar 2024 | Mar 13, 2024 | Mar 15, 2024 | Mar 19, 2024 | Mar 29, 2024 |
| Apr 2024 | Apr 15, 2024 | Apr 17, 2024 | Apr 19, 2024 | Apr 30, 2024 |
| May 2024 | May 13, 2024 | May 15, 2024 | May 17, 2024 | May 31, 2024 |
| Jun 2024 | Jun 10, 2024 | Jun 12, 2024 | Jun 14, 2024 | Jun 28, 2024 |
| Jul 2024 | Jul 16, 2024 | Jul 18, 2024 | Jul 19, 2024 | Jul 31, 2024 |
| Aug 2024 | Aug 14, 2024 | Aug 16, 2024 | Aug 20, 2024 | Aug 30, 2024 |
| Sep 2024 | Sep 13, 2024 | Sep 17, 2024 | Sep 19, 2024 | Sep 30, 2024 |
| Oct 2024 | Oct 15, 2024 | Oct 17, 2024 | Oct 21, 2024 | Oct 31, 2024 |
| Nov 2024 | Nov 11, 2024 | Nov 13, 2024 | Nov 15, 2024 | Nov 29, 2024 |
| Dec 2024 | Dec 9, 2024 | Dec 11, 2024 | Dec 13, 2024 | Dec 31, 2024 |

10 Month Pay Groups

(Ten Month Faculty, Graduate Assistants, and Part-time Faculty)

| Payroll Period | Relocation Reimbursements Due to Payroll by 5:00 pm | SPARs Due to Payroll by 5:00 pm | OneUSG Time Entry & Approvals Due by 5:00 pm | Paycheck Issue Date |
|----------------|---|---------------------------------|--|---------------------|
| Jan 2024 | Jan 16, 2024 | Jan 18, 2024 | Jan 19, 2024 | Jan 31, 2024 |
| Feb 2024 | Feb 13, 2024 | Feb 15, 2024 | Feb 16, 2024 | Feb 29, 2024 |
| Mar 2024 | Mar 13, 2024 | Mar 15, 2024 | Mar 19, 2024 | Mar 29, 2024 |
| Apr 2024 | Apr 15, 2024 | Apr 17, 2024 | Apr 19, 2024 | Apr 30, 2024 |
| May 2024 | May 13, 2024 | May 15, 2024 | May 17, 2024 | May 31, 2024 |
| Jun 2024 | See Summer Faculty Payroll Schedule | | | |
| Jul 2024 | | | | |
| Aug 2024 | Aug 14, 2024 | Aug 16, 2024 | Aug 20, 2024 | Aug 30, 2024 |
| Sep 2024 | Sep 13, 2024 | Sep 17, 2024 | Sep 19, 2024 | Sep 30, 2024 |
| Oct 2024 | Oct 15, 2024 | Oct 17, 2024 | Oct 21, 2024 | Oct 31, 2024 |
| Nov 2024 | Nov 11, 2024 | Nov 13, 2024 | Nov 15, 2024 | Nov 29, 2024 |
| Dec 2024 | Dec 9, 2024 | Dec 11, 2024 | Dec 13, 2024 | Dec 31, 2024 |

Summer Faculty Pay Schedule

| Payroll Period | Session | Paycheck Issue Date |
|----------------|-------------------|---------------------|
| Maymester 2024 | Summer Session I | May 31, 2024 |
| June 2024 | Summer Session I | Jun 28, 2024 |
| July 2024 | Summer Session II | Jul 31, 2024 |

Payroll Services

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This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting [Payroll Services](#)