

**HR & Payroll Cutoffs for PAF Processing
Calendar Year 2024 (through June 2024)**

Month	Latest "Suggested" PAF Submit Date	PAF Approved & Received in HRIS by 5 pm	Included in Pay Day
December	4-Dec-23	18-Dec-23	29-Dec-23
January	8-Jan-24	22-Jan-24	31-Jan-24
February	6-Feb-24	20-Feb-24	29-Feb-24
March	6-Mar-24	20-Mar-24	29-Mar-24
April	5-Apr-24	19-Apr-24	30-Apr-24
May	7-May-24	21-May-24	31-May-24
June	5-Jun-24	19-Jun-24	28-Jun-24