

**PENSACOLA STATE COLLEGE
TIMESHEET CALENDAR
TERM 2024-1**

DATES ARE SUBJECT TO CHANGE

PAY DATE	PAY PERIOD	Deadline	All Employees are paid for the same Pay Period
8/25/23	08/05-08/18	Friday, August 18, 2023 Friday, August 18, 2023 Sunday, August 20, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
LABOR DAY - September 4, 2023			
9/08/23	08/19-09/01	Thursday, August 31, 2023 Thursday, August 31, 2023 Thursday, August 31, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
9/22/23	09/02-09/15	Friday, September 15, 2023 Friday, September 15, 2023 Sunday, September 17, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
10/06/23	09/16-09/29	Friday, September 29, 2023 Friday, September 29, 2023 Sunday, October 1, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
10/20/23	09/30-10/13	Friday, October 13, 2023 Friday, October 13, 2023 Sunday, October 15, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
11/03/23	10/14-10/27	Friday, October 27, 2023 Friday, October 27, 2023 Sunday, October 29, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
VETERAN'S DAY - November 10, 2023			
11/17/23	10/28-11/10	Thursday, November 9, 2023 Thursday, November 9, 2023 Sunday, November 12, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
FALL BREAK - November 22-26, 2023			
12/01/23	11/11-11/24	Tuesday, November 21, 2023 Tuesday, November 21, 2023 Sunday, November 26, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
WINTER BREAK - December 21, 2023-January 2, 2024			
12/15/23	11/25 -12/08	Friday, December 8, 2023 Friday, December 8, 2023 Sunday, December 10, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR
12/29/23	12/09-12/22	Friday, December 15, 2023 Friday, December 15, 2023 Sunday, December 17, 2023	4 PM - Timesheets and Leave Requests SUBMITTED by EMPLOYEE 4 PM - New hires, Compensation changes (incl. Activity Pay) FINAL APPROVAL MIDNIGHT - Timesheets and Leave Requests APPROVED by SUPERVISOR