

JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day Holiday Central Office Closed	2 Off Week Runs Overnight	3 Off-Week checks mailed LD Process run	4	5 Preliminary payroll run over the weekend	6
7	8 Preliminary payroll reports available	9 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	10 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	11 Payroll charges posted to grants	12 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	13
14	15 M L King Day Central Office Closed	16 Off Week Runs Overnight	17 Off-Week checks mailed LD Process run	18	19 RF & SUNY preliminary payroll run over the weekend	20
21	22 Preliminary payroll reports available	23 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	24 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	25 Payroll charges posted to grants SUNY charges posted to Grants	26 RF Payroll	27
28	29 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	30 Off Week Runs Overnight	31 Off-Week checks mailed LD Process runs after midnight	1	2	3

FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
					Preliminary payroll run over the weekend	
4	5	6	7	8	9	10
	Preliminary payroll reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final payroll reports available -6pm deadline for LD	Payroll charges posted to grants	RF Payroll	
11	12	13	14	15	16	17
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run		RF & SUNY preliminary payroll run over the weekend	
18	President's Day 19	20	21	22	23	24
	Central Office Closed Preliminary payroll reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	Payroll charges posted to grants SUNY charges posted to Grants	RF Payroll	
25	26	27	28	29	1	2
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed	LD Process runs after midnight		

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1 Preliminary payroll run over the weekend	2
3	4 Preliminary payroll reports available	5 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	6 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	7 Payroll charges posted to grants	8 RF Payroll	9
10	11 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	12 Off Week Runs Overnight	13 Off-Week checks mailed LD Process run	14	15 RF & SUNY preliminary payroll run over the weekend	16
17	18 Preliminary payroll reports available	19 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	20 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	21 Payroll charges posted to grants SUNY charges posted to Grants	22 RF Payroll	23
24	25 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	26 Off Week Runs Overnight	27 Off-Week checks mailed LD Process run	28	29 Preliminary payroll run over the weekend	30

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Easter Sunday	1 Preliminary payroll reports available	2 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	3 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	4 Payroll charges posted to grants	5 RF Payroll	6
7	8 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	9 Off Week Runs Overnight	10 Off-Week checks mailed LD Process run	11	12 RF & SUNY preliminary payroll run over the weekend	13
14	15 Preliminary payroll reports available	16 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	17 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	18 Payroll charges posted to grants SUNY charges posted to Grants	19 RF Payroll	20
21	22 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	23 Off Week Runs Overnight	24 Off-Week checks mailed LD Process run	25	26 Preliminary payroll run over the weekend	27
28	29 Preliminary payroll reports available	30 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	1	2	3	4

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD LD Process run	2 Payroll charges posted to grants	3 RF Payroll	4
5	6 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	7 Off Week Runs Overnight	8 Off-Week checks mailed LD Process run	9	10 preliminary payroll run over the weekend	11
12	13 Preliminary payroll reports available	14 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	15 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD LD Process run	16 Payroll charges posted to grants	17 RF Payroll	18
19	20 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	21 Off Week Runs Overnight	22 Off-Week checks mailed LD Process run	23	24 RF & SUNY preliminary payroll run over the weekend	25
26	27 Memorial Day Central Office Closed Preliminary payroll reports available	28 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	29 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD -SUNY Payroll and LD Run	30 Payroll charges posted to grants SUNY charges posted to Grants	31 RF Payroll	1

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run	6	Preliminary payroll run over the weekend	8
9	10	11	12	13	14	15
	Preliminary reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	Payroll charges posted to grants	RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	
16	17	18	19	20	21	22
Father's Day	Off Week Payroll Runs Overnight	Off-Week checks mailed	Juneteenth Central Office Closed LD Process run		RF & SUNY preliminary payroll run over the weekend	
23	24	25	26	27	28	29
	Preliminary payroll reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	Payroll charges posted to grants SUNY charges posted to Grants	RF Payroll	

JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	2 Off Week Runs Overnight	3 Off-Week checks mailed LD Process run	4 Independence Day Central Office Closed	5 Preliminary payroll run over the weekend	6
7	8 Preliminary payroll reports available	9 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	10 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	11 Payroll charges posted to grants	12 RF Payroll	13
14	15 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	16 Off Week Runs Overnight	17 Off-Week checks mailed LD Process run	18	19 RF & SUNY preliminary payroll run over the weekend	20
21	22 Preliminary payroll reports available	23 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	24 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	25 Payroll charges posted to grants SUNY charges posted to Grants	26 RF Payroll	27
28	29 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	30 Off Week Runs Overnight	31 Off-Week checks mailed LD Process runs after midnight	1	2	3

AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
					preliminary payroll run over the weekend	
4	5	6	7	8	9	10
	Preliminary payroll reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	Payroll charges posted to grants	RF Payroll	
11	12	13	14	15	16	17
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run		RF & SUNY preliminary payroll run over the weekend	
18	19	20	21	22	23	24
	Preliminary payroll reports available	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final Payroll reports available -6pm deadline for LD -SUNY Payroll and LD runs	Payroll charges posted to grants SUNY charges posted to Grants	RF Payroll	
25	26	27	28	29	30	31
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run		preliminary payroll run over the weekend	

SEPTEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Central Office Closed Preliminary payroll reports available	3 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	4 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	5 Payroll charges posted to grants	6 RF Payroll	7
8	9 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	10 Off Week Runs Overnight	11 Off-Week checks mailed LD Process run	12	13 RF & SUNY preliminary payroll run over the weekend	14
15	16 Preliminary payroll reports available	17 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	18 -Payroll checks mailed -Final Payroll reports available -SUNY Payroll and LD runs -6pm deadline for LD	19 Payroll charges posted to grants SUNY charges posted to Grants	20 RF Payroll	21
22	23 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	24 Off Week Runs Overnight	25 Off-Week checks mailed LD Process run	26	27 preliminary payroll run over the weekend	28
29	30 Preliminary payroll reports available	1	2	3	4	5

OCTOBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	2 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	3 Payroll charges posted to grants	4 RF Payroll	5
6	7 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	8 Off Week Runs Overnight	9 Off-Week checks mailed LD Process run	10	11 RF & SUNY preliminary payroll run over the weekend	12
13	14 Columbus Day Central Office Closed Preliminary payroll reports available	15 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	16 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD-SUNY Payroll and LD runs	17 Payroll charges posted to grants SUNY charges posted to Grants	18 RF Payroll	19
20	21 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	22 Off Week Runs Overnight	23 Off-Week checks mailed LD Process run	24	25 Preliminary payroll run over the weekend	26
27	28 Preliminary payroll reports available	29 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	30 -Payroll checks mailed -Final Payroll reports available	31 LD Process runs after midnight	1	2

NOVEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 RF Payroll Payroll charges posted to grants	2
3	4 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	5 Off Week Runs Overnight	6 Off-Week checks mailed LD Process run	7	8 Preliminary payroll run over the weekend	9
10	11 Veterans Day Preliminary payroll reports available	12 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	13 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD	14 Payroll charges posted to grants	15 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	16
17	18 Off Week Runs Overnight	19	20 Off-Week checks mailed LD Process run	21	22 RF & SUNY preliminary payroll run over the weekend	23
24	25 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	26	27 -Payroll checks mailed -Final Payroll reports available -SUNY Payroll and LD runs -6pm deadline for LD	28 Thanksgiving Day CO Closed Payroll charges posted to grants SUNY charges posted to Grants	29 RF Payroll	30

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	3 Off Week Runs Overnight	4 Off-Week checks mailed LD Process run	5	6 Preliminary payroll run over the weekend	7
8	9 Preliminary payroll reports available	10 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	11 -Payroll checks mailed -Final payroll reports available -6pm deadline for LD	12 Payroll charges posted to grants	13 RF Payroll	14
15	16 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	17 Off Week Runs Overnight	18 Off-Week checks mailed LD Process run	19	20 RF & SUNY preliminary payroll run overnight	21
22	23 Preliminary payroll reports available - 6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	24 -Payroll checks mailed -Final Payroll reports available -6pm deadline for LD - SUNY Payroll and LD runs after midnight	25 Christmas Central Office Closed	26 Payroll charges posted to grants SUNY charges posted to Grants	27 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	28
29	30 Off Week Payroll Runs Overnight	31 LD Process runs after midnight	1	2	3	4