MILLSAPS COLLEGE
MONTHLY PAYROLL: 2023-2024 Academic Year

TCP Approvals for non-exempt employeed due by 3 p.m.

PAY PERIOD	PAY PERIOD FOR NON-EXEMPT OVERTIME	TCP- TIME APPROVALS & ALL CHANGES FOR PAYROLL DUE	MONTHLY PAYROLL DATE
JULY 1 - JULY 31	JUNE 4 - JULY 1	**July 10th**	**July 31, 2023**
AUG 1 - AUG 31	JULY 2- AUG 5	**August 10th**	**August 31, 2023**
SEPT 1 - SEPT 30	AUG 6 - SEPT 2	**September 10th**	**September 29, 2023**
OCT 1 - OCT 31	SEPT 3- OCT 7	**October 10th**	**October 31, 2023**
NOV 1 - NOV 30	OCT 8- NOV 4	**November 10th**	**November 30, 2023**
DEC 1 - DEC 31	NOV 5 - DEC 2	**December 10th**	**December 19, 2023**
JAN 1 - JAN 31	DEC 3- JAN 6	**January 10th**	**January 31, 2024**
FEB 1 - FEB 29	JAN 7- FEB 3	**February 10th**	**February 29, 2024**
MAR 1 - MAR 31	FEB 4 - MAR 2	**March 10th**	**March 29, 2024**
APR 1 - APR 30	MAR 3 - APR 6	**April 10th**	**April 30, 2024**
MAY 1 - MAY 31	APR 7 - MAY 4	**May 10th**	**May 31, 2024**
JUNE 1 - JUNE 30	MAY 5- JUNE 1	**June 10th**	**June 28, 2024**

SCHEDULE SUBJECT TO CHANGE
If you have any questions contact humanresources@millsaps.edu.

Revised 8/3/2023