

**OLD DOMINION UNIVERSITY -- BI-WEEKLY POLICE OFFICER EXTERNAL PAYROLL SCHEDULE  
FIRST QUARTER, ENDING MARCH 31, 2024**

| PR# | Emp Type    | Pay Period      | Bonuses/Payroll Forms & Salaried Changes<br><b>DUE</b><br>To HR | WTE<br>Time Sheet<br>Approver<br>Deadline<br>By 10 PM | Pay Date |
|-----|-------------|-----------------|---|---|----------|
| 111 | BI - WEEKLY | DEC 17 – DEC 30 | DEC 15  | JAN 03  | JAN 12   |
| 112 | BI - WEEKLY | DEC 31 – JAN 13 | JAN 10  | JAN 16  | JAN 26   |
| 121 | BI - WEEKLY | JAN 14 – JAN 27 | JAN 24  | JAN 29  | FEB 09   |
| 122 | BI - WEEKLY | JAN 28 – FEB 10 | FEB 06  | FEB 12  | FEB 23   |
| 131 | BI - WEEKLY | FEB 11 – FEB 24 | FEB 21  | FEB 26  | MAR 08   |
| 132 | BI - WEEKLY | FEB 25 – MAR 09 | MAR 07  | MAR 11  | MAR 22   |

**OLD DOMINION UNIVERSITY -- BI-WEEKLY POLICE OFFICER EXTERNAL PAYROLL SCHEDULE  
SECOND QUARTER, ENDING JUNE 30, 2024**

| PR#  | Emp Type    | Pay Period      | Bonuses/Payroll Forms & Salaried Changes<br><b>DUE</b><br>To HR | WTE<br>Time Sheet<br>Approver<br>Deadline<br>By 10 PM | Pay Date      |
|------|-------------|-----------------|---|---|---------------|
| 211  | BI - WEEKLY | MAR 10 - MAR 23 | MAR 21  | MAR 25  | APR 05        |
| 212  | BI - WEEKLY | MAR 24 - APR 06 | APR 04  | APR 08  | APR 19        |
| 221  | BI - WEEKLY | APR 07 - APR 20 | APR 18  | APR 22  | MAY 03        |
| 222  | BI - WEEKLY | APR 21 - MAY 04 | MAY 02  | MAY 06  | MAY 17        |
| 223* | BI - WEEKLY | MAY 05 - MAY 18 | MAY 15  | MAY 20  | MAY 31        |
| 231  | BI - WEEKLY | MAY 19 - JUN 01 | MAY 29  | JUN 03  | JUN 14 – FY24 |
| 232  | BI - WEEKLY | JUN 02 – JUN 15 | JUN 12  | JUN 17  | JUN 28 – FY24 |

**OLD DOMINION UNIVERSITY -- BI-WEEKLY POLICE OFFICER EXTERNAL PAYROLL SCHEDULE  
THIRD QUARTER, ENDING SEPTEMBER 30, 2024**

| PR# | Emp Type    | Pay Period      | Bonuses/Payroll Forms & Salaried Changes<br><b>DUE</b><br>To HR | WTE<br>Time Sheet<br>Approver<br>Deadline<br>By 10 PM | Pay Date      |
|-----|-------------|-----------------|---|---|---------------|
| 311 | BI - WEEKLY | JUN 16 – JUN 29 | JUN 25  | JUL 02  | JUL 12 – FY25 |
| 312 | BI - WEEKLY | JUN 30 – JUL 13 | JUL 10  | JUL 15  | JUL 26        |
| 321 | BI - WEEKLY | JUL 14 – JUL 27 | JUL 24  | JUL 29  | AUG 09        |
| 322 | BI - WEEKLY | JUL 28 – AUG 10 | AUG 06  | AUG 12  | AUG 23        |
| 331 | BI - WEEKLY | AUG 11 – AUG 24 | AUG 20  | AUG 26  | SEP 06        |
| 332 | BI - WEEKLY | AUG 25 – SEP 07 | SEP 03  | SEP 09  | SEP 20        |

**OLD DOMINION UNIVERSITY -- BI-WEEKLY POLICE OFFICER EXTERNAL PAYROLL SCHEDULE  
FOURTH QUARTER, ENDING DECEMBER 31, 2024**

| PR#  | Emp Type    | Pay Period      | Bonuses/Payroll Forms & Salaried Changes<br><b>DUE</b><br>To HR | WTE<br>Time Sheet<br>Approver<br>Deadline<br>By 10 PM | Pay Date |
|------|-------------|-----------------|---|---|----------|
| 411  | BI - WEEKLY | SEP 08 – SEP 21 | SEP 17  | SEP 23  | OCT 04   |
| 412  | BI - WEEKLY | SEP 22 – OCT 05 | OCT 02  | OCT 07  | OCT 18   |
| 421  | BI - WEEKLY | OCT 06 – OCT 19 | OCT 15  | OCT 21  | NOV 01   |
| 422  | BI - WEEKLY | OCT 20 – NOV 02 | OCT 29  | NOV 04  | NOV 15   |
| 423* | BI - WEEKLY | NOV 03 – NOV 16 | NOV 12  | NOV 18  | NOV 29   |
| 431  | BI - WEEKLY | NOV 17 – NOV 30 | NOV 25  | DEC 02  | DEC 13   |
| 432  | BI - WEEKLY | DEC 01 – DEC 14 | DEC 10  | DEC 16  | DEC 27   |

Notes: \*No benefit allowances paid during these pay periods

Web Time Sheets must be submitted for approval by 11:59 p.m. on the Sunday before the approval deadline.