

Old Dominion University

Web Time Entry Submission Deadlines - CY 2024

Hourly and Student Hourly Employees

Pay ID	PR #	Description	Pay Periods	WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 p.m.	Pay Date	Notes
PT	111	Hourly - Part Time	12/16 - 12/31	12/31/23	01/04/24	01/16/24	
PT	112	Hourly - Part Time	01/01 -01/15	01/15/24	01/16/24	02/01/24	
PT	121	Hourly - Part Time	01/16 -01/31	01/31/24	02/01/24	02/16/24	
PT	122	Hourly - Part Time	02/01 -02/15	02/15/24	02/16/24	03/01/24	
PT	131	Hourly - Part Time	02/16 -02/29	02/29/24	03/01/24	03/15/24	
PT	132	Hourly - Part Time	03/01 -03/15	03/15/24	03/18/24	03/29/24	
PT	211	Hourly - Part Time	03/16 -03/31	03/31/24	04/01/24	04/16/24	
PT	212	Hourly - Part Time	04/01 -04/15	04/15/24	04/16/24	05/01/24	
PT	221	Hourly - Part Time	04/16 -04/30	04/30/24	05/01/24	05/16/24	
PT	222	Hourly - Part Time	05/01 -05/15	05/15/24	05/16/24	05/31/24	
PT	231	Hourly - Part Time	05/16 -05/31	05/31/24	06/03/24	06/14/24	
PT	232	Hourly - Part Time	06/01 -06/15	06/15/24	06/17/24	07/01/24	
PT	311	Hourly - Part Time	06/16 -06/30	06/30/24	07/02/24	07/16/24	
PT	312	Hourly - Part Time	07/01 -07/15	07/15/24	07/16/24	08/01/24	
PT	321	Hourly - Part Time	07/16 -07/31	07/31/24	08/01/24	08/16/24	
PT	322	Hourly - Part Time	08/01 -08/15	08/15/24	08/16/24	08/30/24	
PT	331	Hourly - Part Time	08/16 -08/31	08/31/24	09/03/24	09/16/24	
PT	332	Hourly - Part Time	09/01 -09/15	09/15/24	09/16/24	09/30/24	
PT	411	Hourly - Part Time	09/16 -09/30	09/30/24	10/01/24	10/16/24	
PT	412	Hourly - Part Time	10/01 -10/15	10/15/24	10/16/24	11/01/24	
PT	421	Hourly - Part Time	10/16 -10/31	10/31/24	11/01/24	11/15/24	
PT	422	Hourly - Part Time	11/01 -11/15	11/15/24	11/18/24	11/29/24	
PT	431	Hourly - Part Time	11/16 -11/30	11/30/24	12/02/24	12/16/24	
PT	432	Hourly - Part Time	12/01 -12/15	12/15/24	12/16/24	12/31/24	