

Below is the **2024 Workday Payroll Actions Deadline Schedule** to complete a variety of payroll-related actions in Workday. Employees should use this schedule to identify the applicable deadline date by month and see the **Workday Monthly Payroll Actions** table for a list of actions that are impacted by these deadlines.

- Please note the deadlines vary by month.
- These deadlines apply to all full-time employees, including full-time staff, full-time faculty, full-time classified and adjunct and others under the monthly payroll.
- Actions not initiated/submitted by the monthly deadline will need to be approved on the next pay period.

Workday Monthly Payroll Actions	
Employees	
-	Withholding information
-	Manage your direct deposit information
Managers	
-	Job Requisitions
-	Promotions
-	Job Change
-	One-time Payment
-	Period Activity pay
-	Compensation change

HR Deadlines for Completing Monthly Payroll Actions in Workday 2024		
Month	Deadline	Time
January	01/18	5:00 PM
February	2/16	5:00 PM
March	3/18	5:00 PM
April	4/17	5:00 PM
May	5/17	5:00 PM
June	6/17	5:00 PM
July	7/18	5:00 PM
August	8/19	5:00 PM
September	9/17	5:00 PM
October	10/18	5:00 PM
November	11/18	5:00 PM
December	12/11	5:00 PM