



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

Biweekly Pay Groups

(Hourly Employees, Student Assistants, and Federal Work Study)

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 10:00 am	Pay Date
Dec 24 – Jan 6	Jan 2, 2024	Jan 8, 2024	Jan 12, 2024
Jan 7 - Jan 20	Jan 16, 2024	Jan 22, 2024	Jan 26, 2024
Jan 21 – Feb 3	Jan 30, 2024	Feb 5, 2024	Feb 9, 2024
Feb 4 -Feb 17	Feb 13, 2024	Feb 19, 2024	Feb 23, 2024
Feb 18 – Mar 2	Feb 27, 2024	Mar 4, 2024	Mar 8, 2024
Mar 3 - Mar 16	Mar 12, 2024	Mar 18, 2024	Mar 22, 2024
Mar 17 – Mar 30	Mar 26, 2024	Apr 1, 2024	Apr 5, 2024
Mar 31 - Apr 13	Apr 9, 2024	Apr 15, 2024	Apr 19, 2024
Apr 14 – Apr 27	Apr 23, 2024	Apr 29, 2024	May 3, 2024
Apr 28 - May 11	May 7, 2024	May 13, 2024	May 17, 2024
May 12 – May 25	May 20, 2024	May 24, 2024*	May 31, 2024
May 26 – Jun 8	Jun 4, 2024	Jun 10, 2024	Jun 14, 2024
Jun 9 - Jun 22	Jun 17, 2024	Jun 24, 2024	Jun 28, 2024
Jun 23 – Jul 6	Jul 1, 2024	Jul 8, 2024	Jul 12, 2024
Jul 7 - Jul 20	Jul 16, 2024	Jul 22, 2024	Jul 26, 2024
Jul 21 – Aug 3	Jul 30, 2024	Aug 5, 2024	Aug 9, 2024
Aug 4 - Aug 17	Aug 13, 2024	Aug 19, 2024	Aug 23, 2024
Aug 18 – Aug 31	Aug 26, 2024	Aug 30, 2024*	Sep 6, 2024
Sep 1 - Sep 14	Sep 10, 2024	Sep 16, 2024	Sep 20, 2024
Sep 15 – Sep 28	Sep 24, 2024	Sep 30, 2024	Oct 4, 2024
Sep 29 – Oct 12	Oct 8, 2024	Oct 14, 2024	Oct 18, 2024
Oct 13 - Oct 26	Oct 22, 2024	Oct 28, 2024	Nov 1, 2024
Oct 27 - Nov 9	Nov 5, 2024	Nov 11, 2024	Nov 15, 2024
Nov 10 – Nov 23	Nov 18, 2024	Nov 22, 2024*	Nov 29, 2024
Nov 24 – Dec 7	Dec 3, 2024	Dec 9, 2024	Dec 13, 2024
Dec 8 – Dec 21	Dec 16, 2024	Dec 20, 2024*	Dec 27, 2024
Dec 22 – Jan 4	Dec 30, 2024	Jan 6, 2025	Jan 10, 2025

Payroll Services

Email - Payroll@Kennesaw.edu

Phone (470) 578-6019 Fax (470) 578-9176

This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting [Payroll Services](#)



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

12 Month Pay Groups

(Twelve Month Faculty, Salaried Administrators and Staff)

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 5:00 pm	Paycheck Issue Date
Jan 2024	Jan 16, 2024	Jan 18, 2024	Jan 19, 2024	Jan 31, 2024
Feb 2024	Feb 13, 2024	Feb 15, 2024	Feb 16, 2024	Feb 29, 2024
Mar 2024	Mar 13, 2024	Mar 15, 2024	Mar 19, 2024	Mar 29, 2024
Apr 2024	Apr 15, 2024	Apr 17, 2024	Apr 19, 2024	Apr 30, 2024
May 2024	May 13, 2024	May 15, 2024	May 17, 2024	May 31, 2024
Jun 2024	Jun 10, 2024	Jun 12, 2024	Jun 14, 2024	Jun 28, 2024
Jul 2024	Jul 16, 2024	Jul 18, 2024	Jul 19, 2024	Jul 31, 2024
Aug 2024	Aug 14, 2024	Aug 16, 2024	Aug 20, 2024	Aug 30, 2024
Sep 2024	Sep 13, 2024	Sep 17, 2024	Sep 19, 2024	Sep 30, 2024
Oct 2024	Oct 15, 2024	Oct 17, 2024	Oct 21, 2024	Oct 31, 2024
Nov 2024	Nov 11, 2024	Nov 13, 2024	Nov 15, 2024	Nov 29, 2024
Dec 2024	Dec 9, 2024	Dec 11, 2024	Dec 13, 2024	Dec 31, 2024

10 Month Pay Groups

(Ten Month Faculty, Graduate Assistants, and Part-time Faculty)

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 5:00 pm	Paycheck Issue Date
Jan 2024	Jan 16, 2024	Jan 18, 2024	Jan 19, 2024	Jan 31, 2024
Feb 2024	Feb 13, 2024	Feb 15, 2024	Feb 16, 2024	Feb 29, 2024
Mar 2024	Mar 13, 2024	Mar 15, 2024	Mar 19, 2024	Mar 29, 2024
Apr 2024	Apr 15, 2024	Apr 17, 2024	Apr 19, 2024	Apr 30, 2024
May 2024	May 13, 2024	May 15, 2024	May 17, 2024	May 31, 2024
Jun 2024	See Summer Faculty Payroll Schedule			
Jul 2024				
Aug 2024	Aug 14, 2024	Aug 16, 2024	Aug 20, 2024	Aug 30, 2024
Sep 2024	Sep 13, 2024	Sep 17, 2024	Sep 19, 2024	Sep 30, 2024
Oct 2024	Oct 15, 2024	Oct 17, 2024	Oct 21, 2024	Oct 31, 2024
Nov 2024	Nov 11, 2024	Nov 13, 2024	Nov 15, 2024	Nov 29, 2024
Dec 2024	Dec 9, 2024	Dec 11, 2024	Dec 13, 2024	Dec 31, 2024

Summer Faculty Pay Schedule

Payroll Period	Session	Paycheck Issue Date
Maymester 2024	Summer Session I	May 31, 2024
June 2024	Summer Session I	Jun 28, 2024
July 2024	Summer Session II	Jul 31, 2024

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