

# 2024 Biweekly Lockout and Confirm Schedule

Pay Period Number	Pay Period	School / Division ePAR Approvals deadline Noon	TIM Admin Deadline 5 pm	Central Office ePAR Approvals deadline End of day	Payroll lockout (all transactions due) Noon	Payroll confirm date – Lockout ends Noon	Payday
B13	Dec 18 – Dec 31	Jan 02	Jan 02	Jan 04	Jan 05	Jan 09	Jan 12
B14	Jan 01 - Jan 14	Jan 12	Jan 16	Jan 17	Jan 18	Jan 22	Jan 26
B15	Jan 15 – Jan 28	Jan 30	Jan 30	Feb 01	Feb 02	Feb 06	Feb 09
B16	Jan 29 - Feb 11	Feb 13	Feb 13	Feb 15	Feb 16	Feb 20	Feb 23
B17	Feb 12 – Feb 25	Feb 27	Feb 27	Feb 29	Mar 01	Mar 05	Mar 08
B18	Feb 26 – Mar 10	Mar 12	Mar 12	Mar 14	Mar 15	Mar 19	Mar 22
B19	Mar 11 - Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Apr 02	Apr 05
B20	Mar 25 - Apr 07	Apr 09	Apr 09	Apr 11	Apr 12	Apr 16	Apr 19
B21	Apr 08 - Apr 21	Apr 23	Apr 23	Apr 25	Apr 26	Apr 30	May 03
B22	Apr 22 - May 05	May 07	May 07	May 09	May 10	May 14	May 17
<b>B23</b>	<b>May 06 - May 19</b>	<b>May 17</b>	<b>May 21</b>	<b>May 21</b>	<b>May 22</b>	<b>May 24/28</b>	<b>May 31</b>
B24	May 20 - Jun 02	Jun 04	Jun 04	Jun 06	Jun 07	Jun 11	Jun 14
B25	Jun 03 - Jun 16	Jun 14	Jun 18	Jun 18	Jun 20	Jun 24	Jun 28
B26	Jun 17 – Jun 30	Jul 01	Jul 02	Jul 03	Jul 05	Jul 09	Jul 12
B01	Jul 01 - Jul 14	Jul 16	Jul 16	Jul 18	Jul 19	Jul 23	Jul 26
B02	Jul 15 – Jul 28	Jul 30	Jul 30	Aug 01	Aug 02	Aug 06	Aug 09
B03	Jul 29 - Aug 11	Aug 13	Aug 13	Aug 15	Aug 16	Aug 20	Aug 23
B04	Aug 12 - Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Sep 03	Sep 06
B05	Aug 26 - Sep 08	Sep 10	Sep 10	Sep 12	Sep 13	Sep 17	Sep 20
B06	Sep 09 - Sep 22	Sep 24	Sep 24	Sep 26	Sep 27	Oct 01	Oct 04
B07	Sep 23 - Oct 06	Oct 08	Oct 08	Oct 10	Oct 11	Oct 15	Oct 18
B08	Oct 07 - Oct 20	Oct 22	Oct 22	Oct 24	Oct 25	Oct 29	Nov 01
B09	Oct 21 - Nov 03	Nov 05	Nov 05	Nov 07	Nov 08	Nov 12	Nov 15
B10	Nov 04 - Nov 17	Nov 15	Nov 19	Nov 19	Nov 20	Nov 22	Nov 27
B11	Nov 18 - Dec 01	Dec 03	Dec 03	Dec 05	Dec 06	Dec 10	Dec 13
B12	Dec 02 - Dec 15	Dec 13	Dec 17	Dec 17	Dec 18	Dec 20	Dec 27

**Yellow Rows indicate a double-lockout period.** Double lockout occurs when both pay cycles align on the same payday and affect how the payroll is processed. On these days specified, biweekly paychecks will be processed first and lockout will remain until monthly paychecks are also processed.