

2024 EHRA (Monthly) Lockout and Confirm Schedule

Monthly Cycle	Pay Period	School / Division ePAR Approvals deadline Noon	TIM Term Payout deadline 5pm	Central Office ePAR Approvals deadline *End of day	Payroll Lockout Noon	Payroll Confirm date Noon	Payday
M07	Jan 1 - Jan 31	Jan 18	Jan 22	Jan 22	Jan 23	Jan 26	Jan 31
M08	Feb 1 - Feb 28	Feb 16	Feb 20	Feb 20	Feb 21	Feb 26	Feb 29
M09	Mar 1 - Mar 31	Mar 15	Mar 19	Mar 19	Mar 20	Mar 25	Mar 28
M10	Apr 1 - Apr 30	Apr 17	Apr 18	Apr 19	Apr 22	Apr 25	Apr 30
M11	May 1 - May 31	May 17	May 21	May 21	May 22	May 28	May 31
M12	Jun 1 - Jun 30	Jun 12	Jun 13	Jun 14	Jun 17	Jun 20	Jun 28
M01	Jul 1 - Jul 31	Jul 18	Jul 22	Jul 22	Jul 23	Jul 26	Jul 31
M02	Aug 1 - Aug 31	Aug 19	Aug 21	Aug 21	Aug 22	Aug 27	Aug 30
M03	Sep 1 - Sep 30	Sep 17	Sep 19	Sep 19	Sep 20	Sep 25	Sep 30
M04	Oct 1 - Oct 31	Oct 16	Oct 17	Oct 18	Oct 21	Oct 24	Oct 31
M05	Nov 1 - Nov 30	Nov 12	Nov 14	Nov 14	Nov 15	Nov 20	Nov 27
M06	Dec 1 - Dec 31	Dec 10	Dec 12	Dec 12	Dec 13	Dec 18	Dec 23

Please note, the Payroll Schedules are subject to change. For the most up to date information, please refer to the [online Payroll Schedules](#) or the HR/Payroll Deadlines Outlook calendar. **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.