

**CALIFORNIA INSTITUTE OF TECHNOLOGY
BI-WEEKLY PAYROLL SCHEDULE
JANUARY 2024- MARCH 2025**

Payroll Number	Begin	End	Month Paid	Payroll Due	KRONOS Signoff	Final Payment Process NACHA Transmission	JPM Positive Pay & TIAA File Processing	Cost & Transfer to GL	Pay Date
BW-25	11/20/23	- 12/03/23	Dec	12/1	12/4	12/5	12/06/23	12/7	12/08/23
BW-26	12/04/23	- 12/17/23	Dec	12/15	12/18/23 8 AM	12/18/23 Noon	12/20/23	12/20	12/22/23
BW-01	12/18/23	- 12/31/23	Jan	12/29	1/02/24 8 AM	1/02/24 Noon	01/03/24	1/4	01/05/24
BW-02	01/01/24	- 01/14/24	Jan	1/12	1/16/24 8 AM	1/16/24 Noon	01/17/24	1/18	01/19/24
BW-03	01/15/24	- 01/28/24	Feb	1/26	1/29	1/30	01/31/24	2/1	02/02/24
BW-04	01/29/24	- 02/11/24	Feb	2/9	2/12	2/13	02/14/24	2/15	02/16/24
BW-05	02/12/24	- 02/25/24	Mar	2/23	2/26	2/27	02/28/24	3/1	03/01/24
BW-06	02/26/24	- 03/10/24	Mar	3/8	3/11	3/12	03/13/24	3/14	03/15/24
BW-07	03/11/24	- 03/24/24	OMIT	3/22	3/25	3/26/24 Noon	03/26/24	3/28	03/29/24
BW-08	03/25/24	- 04/07/24	Apr	4/5	4/8	4/9	04/10/24	4/11	04/12/24
BW-09	04/08/24	- 04/21/24	Apr	4/19	4/22/24 8 AM	4/22/24 Noon	04/24/24	4/25	04/26/24
BW-10	04/22/24	- 05/05/24	May	5/3	5/6	5/7	05/08/24	5/9	05/10/24
BW-11	05/06/24	- 05/19/24	May	5/17	5/20/24 8 AM	5/20/24 Noon	05/22/24	5/23	05/24/24
BW-12	05/20/24	- 06/02/24	Jun	5/31	6/3	6/4	06/05/24	6/6	06/07/24
BW-13	06/03/24	- 06/16/24	Jun	6/14	6/17/24 8 AM	6/17/24 Noon	06/18/24	6/20	06/21/24
BW-14	06/17/24	- 06/30/24	Jul	6/28	7/01/24 8 AM	7/01/24 Noon	07/02/24	7/5	07/05/24
BW-15	07/01/24	- 07/14/24	Jul	7/12	7/15	7/16	07/17/24	7/18	07/19/24
BW-16	07/15/24	- 07/28/24	Aug	7/26	7/29	7/30	07/31/24	8/1	08/02/24
BW-17	07/29/24	- 08/11/24	Aug	8/9	8/12	8/13	08/14/24	8/15	08/16/24
BW-18	08/12/24	- 08/25/24	OMIT	8/23	8/26	8/27	08/28/24	8/29	08/30/24
BW-19	08/26/24	- 09/08/24	Sep	9/6	9/9	9/10	09/11/24	9/12	09/13/24
BW-20	09/09/24	- 09/22/24	Sep	9/20	9/23	9/24	09/25/24	9/26	09/27/24
BW-21	09/23/24	- 10/06/24	Oct	10/4	10/7	10/8	10/09/24	10/10	10/11/24
BW-22	10/07/24	- 10/20/24	Oct	10/18	10/21/24 8 AM	10/21/24 Noon	10/23/24	10/24	10/25/24
BW-23	10/21/24	- 11/03/24	Nov	11/1	11/4	11/5	11/06/24	11/7	11/08/24
BW-24	11/04/24	- 11/17/24	Nov	11/15	11/18	11/19	11/20/24	11/21	11/22/24
BW-25	11/18/24	- 12/01/24	Dec	11/27	12/2	12/3	12/04/24	12/5	12/06/24
BW-26	12/02/24	- 12/15/24	Dec	12/13	12/16	12/17	12/18/24	12/19	12/20/24
BW-01	12/16/24	- 12/29/24	Jan	12/27	12/30	12/31	01/01/25	1/2	01/03/25
BW-02	12/30/24	- 01/12/25	Jan	1/10	1/13	1/14	01/15/25	1/16	01/17/25
BW-03	01/13/25	- 01/26/25	OMIT	1/24	1/27	1/28	01/29/25	1/30	01/31/25
BW-04	01/27/25	- 02/09/25	Feb	2/7	2/10	2/11	02/12/25	2/13	02/14/25
BW-05	02/10/25	- 02/23/25	Feb	2/21	2/24	2/25	02/26/25	2/27	02/28/25
BW-06	02/24/25	- 03/09/25	Mar	3/7	3/10	3/11	03/12/25	3/13	03/14/25
BW-07	03/10/25	- 03/23/25	Mar	3/21	3/24	3/25	03/26/25	3/27	03/28/25

* Note: Regular payroll processing may be affected by Holiday schedules. Please note changes in **BOLD** and approve timecards at the end of the workweek. If employees will work over the holiday weekend, please be sure timecards are approved and ready for sign-off by the date and time given.