WHITTIER COLLEGE
PAYROLL OFFICE

2023-2024 MONTHLY PAYROLL SCHEDULE

Month	Pay Date	Day of the Week
July	7/25/2023	Tuesday
August	8/25/2023	Friday
September	9/25/2023	Monday
October	10/25/2023	Wednesday
November	11/17/2023	Friday
December	12/15/2023	Friday
January	1/25/2024	Thursday
February	2/23/2024	Friday
March	3/25/2024	Monday
April	04/25/2024	Thursday
May	05/24/2024	Friday
June	06/25/2024	Tuesday

*Exempt employees are required to complete a Monthly Payroll Report on a monthly basis and submit them to the Payroll Office with their supervisor's approval signature by the 15th of every month (unless noted otherwise). Monthly Payroll Reports must be submitted even if you do not utilize any absence accrual hours (e.g. sick, vacation, personal holiday, etc.). Faculty (i.e., Associate Professors, Visiting Professors, Assistant Professors, and Lecturers) are exempt from completing a Monthly Payroll Report.