

***Empowering******a Community of Excellence***

**HR/Pay Calendar for November 2023 – January 2024 Holidays**

Deadlines for Time and Absence are necessitated by [holidays](https://humanresources.ku.edu/holiday-listing) in November, December, and January and by the State of Kansas (SOKS) payroll file receipt deadlines.

Supervisor biweekly emails will provide deadlines and reminders for the applicable pay periods. Employees are to have all time and absences submitted by the end of each workweek at a minimum. [HR/Pay Calendar](https://humanresources.ku.edu/calendar-events)

Key Points & Dates:

1. Pay period 10/29/23- 11/11/23 (paid 11/22/23)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/13/23**
   2. The 1st off cycle and adjustment will process as usual.
   3. 2nd supplemental will begin and end on 11/21/23.
   4. Holiday: [11/10/23 University is Open](https://humanresources.ku.edu/veterans-day)

1. Pay period 11/12/23 – 11/25/23 (paid 12/8/23)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/27/23**
   2. No change in scheduled processing.
   3. The last adjustment file will be processed for the calendar year 2023 W-2.
   4. Holidays: [11/23/23 and 11/24/23.](https://humanresources.ku.edu/holiday-listing)
2. Pay period 11/26/23– 12/9/23 (paid 12/22/23)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/11/23**
   2. 1st off cycle processing (12/13/23); this cycle will be the last file to be included in Calendar Year 2023 and completion end of same day.
   3. There will not be an adjustment off cycle due to the calendar year SOKS deadlines.
   4. There will not be a 2nd supplemental file.
   5. Employees whose time and absences are not entered, and/or the supervisor does not approve by the Dec 11, 5:00 p.m. deadline, will have a minimum two-week delay in pay.
   6. KUEA will have reduced hours. It will not be possible for the Payroll Office to request KUEA loans for late pay (due to no fault of the employee). It will be critical for time and absences to be submitted at the end of each work week and approved by the deadlines. Questions: [payroll@ku.edu](mailto:payroll@ku.edu?subject=KUEA%20Loans).
3. Pay period 12/10/23 - 12/23/23 (paid 1/5/24)
   1. Time and Absence approvals by supervisors or delegates are due **Noon Tuesday 12/26/23.**
   2. There will not be a first supplemental file.
   3. There will not be an adjustment off cycle.
   4. Employees whose time and absences are not entered, and/or the supervisor does not approve by the Dec. 26th Noon deadline, will have a minimum two-week delay in pay.
   5. KUEA will have reduced hours. It will not be possible for the Payroll Office to request KUEA loans for late pay (due to no fault of the employee). It will be critical for time and absences to be submitted at the end of each work week and approved by the deadlines. Questions: [payroll@ku.edu](mailto:payroll@ku.edu?subject=KUEA%20Loans).
   6. Holiday: [12/25/23](https://humanresources.ku.edu/holiday-listing)
4. Pay period 12/24/23-1/6/24 (paid 1/19/24)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/8/24.**
   2. All supplemental off cycles will be processed as usual.
   3. Adjustments will be determined based on tax requirements.
   4. Holidays: [12/25/23](https://humanresources.ku.edu/holiday-listing) & [1/1/24](https://humanresources.ku.edu/holiday-listing)
5. Pay period 1/7/24- 1/20/24 (paid 2/2/24)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/22/24.**
   2. All off cycles will be processed as usual.
   3. Holiday: [1/15/24](https://humanresources.ku.edu/holiday-listing)
6. [Discretionary Day](https://humanresources.ku.edu/discretionary-day)
   1. Calendar Year 2023- Last day to use is 12/23/23 (Saturday) (Most employees it will be 12/22/23 Friday.)
   2. Calendar Year 2024 – First day to use 12/24/23.
      1. Discretionary Day balance for 2024 will be displayed in HR/Pay after 1/8/24 but employees may request and be paid for as of 12/24/23.
7. All dates are subject to change if deadlines are modified by the State of Kansas. The HR/Pay Calendar is at <https://humanresources.ku.edu/calendar-events>.
8. Additional Reference Materials
   1. Recording holiday work: Non-exempt (hourly) employees and their supervisors may wish to review item 17 for reporting work hours on a holiday in the following document:

<https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/TimeAbsenceguide_overviewrad_0.docx>.

* 1. Guide to Eligibility and Reporting of Holidays (includes rules and varying work schedule information): <https://humanresources.ku.edu/sites/humanresources/files/documents/HRPay/Holiday_eligibility_guiderad.docx>
  2. Holiday list <https://humanresources.ku.edu/holiday-listing>