**HR/Pay Calendar for November 2024 – January 2025 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.

* Employees are to have all time and absences submitted by the end of each workweek at a minimum.
* Supervisor biweekly emails will provide reminder deadlines for the applicable pay periods.

Key Points & Dates:

1. Pay period 10/27/24- 11/9/24 (paid 11/22/24)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Tuesday 11/12/24.**
   2. The 1st off cycle will be on Thursday 11/14/24.
   3. Adjustment and 2nd off cycle will process as usual.
   4. Holiday: [11/11/24 University is Open](https://humanresources.ku.edu/veterans-day)

1. Pay period 11/10/24 – 11/23/24 (paid 12/6/24)
   1. Time and Absence approvals by supervisors or delegates are due **NOON/12 p.m. Monday 11/25/24.**
   2. The 1st offcycle will be on Tuesday 11/26/24.
   3. Adjustment and 2nd off cycle will process as usual.
   4. Holiday: [11/11/24 University is Open](https://humanresources.ku.edu/veterans-day)
2. Pay period 11/24/24– 12/7/24 (paid 12/20/24)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/9/24.**
   2. The 1st and 2nd off cycle will process as usual. The 2nd off cycle will be the last file to be included in Calendar Year 2024 and will be completed at the end of same day 12/18/24.
   3. There will not be an adjustment off cycle due to the calendar year SOKS deadlines.
   4. The last adjustment file will be processed on 12/2/24 for the calendar year 2024 W-2.
   5. The Payroll Office will be limited on its ability 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. Holidays: [11/28/24 and 11/29/24](https://humanresources.ku.edu/holiday-listing)
3. Pay period 12/8/24 - 12/21/24 (paid 1/3/25)
   1. Time and Absence approvals by supervisors or delegates are due **NOON/12 p.m. Monday 12/23/24.**
   2. There will not be a 1st offcycle.
   3. There will not be an adjustment off cycle.
   4. There will be a 2nd offcycle on Thursday 1/2/2025.
   5. Employees whose time and absences are not entered, and/or the supervisor does not approve by the Noon Dec. 23rd deadline, may 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).
4. Pay period 12/22/24-1/4/25 (paid 1/17/25)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/6/25.**
   2. All supplemental off cycles will be processed as usual.
   3. Adjustments will be determined based on tax requirements.
   4. Holidays: [12/25/24 & 1/1/25](https://humanresources.ku.edu/holiday-listing)
5. Pay period 1/5/25- 1/18/25 (paid 1/31/25)
   1. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Tuesday 1/21/25.**
   2. The 1st off cycle will be on Thursday 1/23/25.
   3. The 2nd offcycle and adjustments will be processed as usual.
   4. Holiday: [1/20/25](https://humanresources.ku.edu/holiday-listing)
6. [Discretionary Day](https://humanresources.ku.edu/discretionary-day)
   1. Calendar Year 2024 – Last day to use is 12/21/24 (Saturday) (Most employees it will be 12/20/24 Friday.)
   2. Calendar Year 2025 – First day to use is 12/22/24.
      1. Discretionary Day balance for 2025 will be displayed in HR/Pay after 1/6/24 but employees may request and be paid for it as of 12/22/24.
7. All dates are subject to change if deadlines are modified by the State of Kansas.
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>