

Mississippi Valley State University
Salaried Payroll Schedule
2023- 2024

Month & Employees to be Paid	*Due Dates to Submit PC05 to HR	Database Update by HR (Thursday)	Calling of Time by Payroll Clerk (Monday)	Pay Dates
July Faculty & Staff (Prorated 12 Months)	7/12/2023	7/13/2023	7/17/2023	7/31/2023
August Faculty & Staff (Prorated 12 Months)	8/16/2023	8/17/2023	8/21/2023	8/31/2023
September Faculty & Staff	9/13/2023	9/14/2023	9/18/2023	9/29/2023
October Faculty & Staff	10/18/2023	10/19/2023	10/23/2023	10/31/2023
November Faculty & Staff	11/15/2023	11/16/2023	11/20/2023	11/30/2023
December Faculty - Prorated (Grades must be reported) & Staff	12/13/2023	12/14/2023	12/18/2023	12/29/2023
***Regular 9 month faculty (Grades must be reported)	11/08/2023	11/09/2023	11/20/2023	11/27/2023
January Faculty & Staff	1/17/2024	1/18/2024	1/22/2024	1/31/2024
February Faculty & Staff	2/14/2024	2/15/2024	2/19/2024	2/29/2024
March Faculty & Staff	3/13/2024	3/14/2024	3/18/2024	3/29/2024
April Faculty & Staff	4/17/2024	4/18/2024	4/22/2024	4/30/2024
May Faculty - Prorated (Grades must be reported) & Staff (10 & 12 months)	05/15/2024	05/16/2024	05/20/2024	05/31/2024
***Regular 9 month faculty (Grades must be reported)	04/12/2024	04/15/2024	04/29/2023	05/06/2024
June Staff (Faculty Prorated)	6/12/2024	6/13/2024	6/17/2024	6/28/2024

***PC-05s not fully processed and in the Office of Human Resources by this date will
be processed and paid with the next monthly payroll.***

Alternate Dates for December payroll.