

## E-Mail ALSPO C/23

### Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2024

Ref: (a) E-Mail ALSPO D/18; Elimination of Payroll Processing Schedule Blackout Dates  
(b) E-Mail ALSPO A/22; Payroll Processing Schedule for Calendar Year 2023

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**Introduction** This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2024.

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**Terminology** The following terms are used on the processing schedule:

<b>Term</b>	<b>Definition</b>
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month," covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar."
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	<p>The official military payday. This is the "<i>settlement date</i>" for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services.</p> <p>The official military paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday.</p> <p>Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.</p>

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### Terminology (continued)

Term	Definition
SPO Data/Entry Approval Cutoff	<p>Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours. (Central time).</p> <p><b>No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date.</b></p>
Payroll Finalization Processing Date	<p>Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals.</p> <p><b>No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Approval Cutoff Date until the day after the Payroll Finalization Date.</b></p>
Payroll Sent to Treasury	<p>The <i>estimated</i> date PPC will transfer files to Treasury for processing. In accordance with <a href="#">NACHA Operating Rules</a>, payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.</p>

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**Processing schedule**      Enclosure (1) provides the CY 2024 Payroll Processing Schedule.

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**Directives affected**      Reference (a) remains in effect.  
Reference (b) was cancelled effective 1/1/2024.

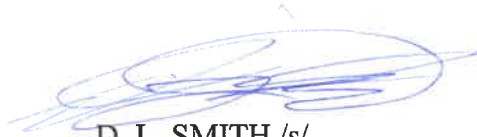
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**Questions**      Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

 (866) 772-8724 / (785) 339-2200  
 [PPC - Contact Us \(sharepoint-mil.us\)](https://sharepoint-mil.us)  
(Online Trouble Ticket/Inquiry Form)  
 [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) (E-Mail)

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**Released by**      Internet release authorized.



D. L. SMITH /s/  
Captain, U. S. Coast Guard  
Commanding Officer, PPC

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Encl: (1) CY 2024 Payroll Processing Schedule

**2024 Mid-Month & End Month AD/RSV Pay Calendars**

Pay Calendars	Period Begin Date	Period End Date	SPO Data Entry/Approval Cut-Off (2000 CST)	Finalize Date	Payroll Sent to Treasury (estimate)	Pay Date	USCG General Ledger Cutoff Date
Mid-Month C124010	1/01/2024	1/15/2024	1/08/2024	1/09/2024	1/10/2024	1/12/2024	
End-Month C124011	1/16/2024	1/31/2024	1/23/2024	1/24/2024	1/29/2024	2/01/2024	1/31/2024
Mid-Month C124020	2/01/2024	2/15/2024	2/09/2024	2/12/2024	2/13/2024	2/15/2024	
End-Month C124021	2/16/2024	2/29/2024	2/21/2024	2/22/2024	2/27/2024	3/01/2024	2/29/2024
Mid-Month C124030	3/01/2024	3/15/2024	3/11/2024	3/12/2024	3/13/2024	3/15/2024	
End-Month C124031	3/16/2024	3/31/2024	3/21/2024	3/22/2024	3/27/2024	4/01/2024	3/29/2024
Mid-Month C124040	4/01/2024	4/15/2024	4/09/2024	4/10/2024	4/11/2024	4/15/2024	
End-Month C124041	4/16/2024	4/30/2024	4/22/2024	4/23/2024	4/26/2024	5/1/2024	4/30/2024
Mid-Month C124050	5/01/2024	5/15/2024	5/09/2024	5/10/2024	5/13/2024	5/15/2024	
End-Month C124051	5/16/2024	5/31/2024	5/21/2024	5/22/2024	5/28/2024	5/31/2024	5/31/2024
Mid-Month C124060	6/01/2024	6/15/2024	6/10/2024	6/11/2024	6/12/2024	6/14/2024	
End-Month C124061	6/16/2024	6/30/2024	6/20/2024	6/21/2024	6/26/2024	7/01/2024	6/28/2024
Mid-Month C124070	7/01/2024	7/15/2024	7/09/2024	7/10/2024	7/11/2024	7/15/2024	
End-Month C124071	7/16/2024	7/31/2024	7/23/2024	7/24/2024	7/29/2024	8/01/2024	7/31/2024
Mid-Month C124080	8/01/2024	8/15/2024	8/09/2024	8/12/2024	8/13/2024	8/15/2024	
End-Month C124081	8/16/2024	8/31/2024	8/21/2024	8/22/2024	8/27/2024	8/30/2024	8/30/2024
Mid-Month C124090	9/01/2024	9/15/2024	9/09/2024	9/10/2024	9/11/2024	9/13/2024	
End-Month C124091	9/16/2024	9/30/2024	9/20/2024	9/23/2024	9/26/2024	10/01/2024	9/30/2024
Mid-Month C124100	10/01/2024	10/15/2024	10/09/2024	10/10/2024	10/11/2024	10/15/2024	
End-Month C124101	10/16/2024	10/31/2024	10/23/2024	10/24/2024	10/29/2024	11/01/2024	10/31/2024
Mid-Month C124110	11/01/2024	11/15/2024	11/07/2024	11/08/2024	11/13/2024	11/15/2024	
End-Month C124111	11/16/2024	11/30/2024	11/19/2024	11/20/2024	11/25/2024	11/29/2024	11/29/2024
Mid-Month C124120	12/01/2024	12/15/2024	12/09/2024	12/10/2024	12/11/2024	12/13/2024	
End-Month C124121	12/16/2024	12/31/2024	12/17/2024	12/18/2024	12/23/2024	12/31/2024	12/31/2024

**Notes:**

**No data entry/approvals are permitted from 2000 hours CST (Central Standard time) on the SPO Data Entry/Approval Cut-Off date until the day after the payroll Finalize Date.**