

E-Mail ALSPO

Subj: CHANGE 1 TO 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
(c) E-Mail ALSPO C/23; Payroll Processing Schedule for Calendar Year 2024

Introduction

This E-Mail ALSPO message transmits the updated schedule for payroll transaction processing for calendar year (CY) 2024, in accordance with ALCOAST 153/24 Direct Access Cloud Migration - Advance Preparations for Upcoming Outage to Direct Access.

Due to the expected Direct Access (DA) outage period between 10 -16 May, both mid and end month pay cut and finalize dates have shifted to accommodate. In May 2024 the pay cut and finalize dates for mid-month payroll is adjusted left by one day and for end-month adjusted right by one day. All other dates remain the same.

Important note: This is a DA outage. This is not a limited access period. If the outage extends beyond the anticipated reopen date, additional guidance will follow.

Key dates in May 2024:

- 6 – 10 May SWE
- 10 ~ 16 May DA outage
- 15 May Pay Day
- 22 May USCG Academy Graduation
- 27 May Memorial Day
- 31 May Pay Day

Field leadership is responsible for meeting established pay cut dates and considering all implied and associated tasks associated with meeting pay cut.

Processing schedule

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




Directives affected

Reference (a) remains in effect.
Reference (b) was cancelled effective 1/1/2024.
Reference (c) was modified 4/2/2024.

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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 (E-Mail)

Released by Internet release authorized.

J. M. WALL /s/
Branch Chief, Military Accounts
Support, PPC

Encl: (1) updated 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	5/08/2024	5/09/2024	5/10/2024	5/15/2024	
End-Month C124051	5/16/2024	5/31/2024	5/22/2024	5/23/2024	5/29/2024	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:

Changes in red.

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.