

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

701 Woolfolk Building, Suite B, Jackson MS 39201

Phone: (601) 359-3538 • Fax: (601) 359-5525

MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: January 11, 2024
SUBJECT: Dates for Travel Pay for February

SPAHRs Travel for (February) 2024

NOTE: The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T1	02-05-2024	02-01-2024	02-05-2024	
T2	02-08-2024	02-06-2024	02-08-2024	
T3	02-12-2024	02-08-2024	02-12-2024	
T4	02-15-2024	02-13-2024	02-15-2024	
T5	02-20-2024	02-15-2024	02-20-2024	HOLIDAY 02/19/2024
T6	02-22-2024	02-20-2024	02-22-2024	
T7	02-26-2024	02-22-2024	02-26-2024	
T8	02-29-2024	02-27-2024	02-29-2024	