

# OBERLIN

## COLLEGE & CONSERVATORY

### 2024 CISF Deadline Calendar

Please ensure that all applicable forms documented for payroll are submitted accurately and in a timely manner by the deadlines outlined below. Failure to adhere to these dates can result in delayed payment.

Payroll ID	Period Start Date	Period End Date	CISForms Due by:	Check Date
MN1	1/1/2024	1/31/2024	12/31/2023	1/31/2024
MN2	2/1/2024	2/28/2024	1/31/2024	2/29/2024
MN3	3/1/2024	3/31/2024	2/29/2024	3/29/2024
MN4	4/1/2024	4/30/2024	3/29/2024	4/30/2024
MN5	5/1/2024	5/31/2024	4/30/2024	5/31/2024
MN6	6/1/2024	6/30/2024	5/31/2024	6/28/2024
MN7	7/1/2024	7/31/2024	6/28/2024	7/31/2024
MN8	8/1/2024	8/31/2024	7/31/2024	8/30/2024
MN9	9/1/2024	9/30/2024	8/30/2024	9/30/2024
MN10	10/1/2024	10/31/2024	9/30/2024	10/31/2024
MN11	11/1/2024	11/30/2024	10/31/2024	11/29/2024
MN12	12/1/2024	12/31/2024	11/29/2024	12/23/2024

ALL CISForms must be sent to [Payroll@oberlin.edu](mailto:Payroll@oberlin.edu) for proper routing and approvals.