

Payroll Schedule--2024

Below Date

and

Pay Date

<u>Pay Period</u>	<u>From</u>	<u>To</u> This is also the date direct deposit information should be entered or updated for the identified pay period.	<u>HR Changes Due to Payroll by 5pm EST</u>	<u>Authorizations Due to Payroll</u>	<u>Approve Timesheets by 10am on the Below Date</u>	<u>Pay Date</u>
1	12/16/2023	12/29/2023	12/18/2023	12/29/2023	1/2/2024	1/5/2024
2	12/30/2023	1/12/2024	1/8/2024	1/12/2024	1/15/2024	1/19/2024
3	1/13/2024	1/26/2024	1/22/2024	1/26/2024	1/29/2024	2/2/2024
4	1/27/2024	2/9/2024	2/5/2024	2/9/2024	2/12/2024	2/16/2024
5	2/10/2024	2/23/2024	2/19/2024	2/23/2024	2/26/2024	3/1/2024
6	2/24/2024	3/8/2024	3/4/2024	3/8/2024	3/11/2024	3/15/2024
7	3/9/2024	3/22/2024	3/18/2024	3/22/2024	3/25/2024	3/29/2024
8	3/23/2024	4/5/2024	4/1/2024	4/5/2024	4/8/2024	4/12/2024
9	4/6/2024	4/19/2024	4/15/2024	4/19/2024	4/22/2024	4/26/2024
10	4/20/2024	5/3/2024	4/29/2024	5/3/2024	5/6/2024	5/10/2024
11	5/4/2024	5/17/2024	5/13/2024	5/17/2024	5/20/2024	5/24/2024
12	5/18/2024	5/31/2024	5/27/2024	5/31/2024	6/3/2024	Final 10 Month Payment 6/7/2024
13	6/1/2024	6/14/2024	6/10/2024	6/14/2024	6/17/2024	6/21/2024
14	6/15/2024	6/28/2024	6/24/2024	6/28/2024	7/1/2024	7/5/2024
15	6/29/2024	7/12/2024	7/8/2024	7/12/2024	7/15/2024	7/19/2024
16	7/13/2024	7/26/2024	7/22/2024	7/26/2024	7/29/2024	8/2/2024
17	7/27/2024	8/9/2024	8/5/2024	8/9/2024	8/12/2024	8/16/2024
18	8/10/2024	8/23/2024	8/19/2024	8/23/2024	8/26/2024	First 10 Month Payment 8/30/2024
19	8/24/2024	9/6/2024	9/2/2024	9/6/2024	9/9/2024	9/13/2024
20	9/7/2024	9/20/2024	9/16/2024	9/20/2024	9/23/2024	9/27/2024
21	9/21/2024	10/4/2024	9/30/2024	10/4/2024	10/7/2024	10/11/2024
22	10/5/2024	10/18/2024	10/14/2024	10/18/2024	10/21/2024	10/25/2024
23	10/19/2024	11/1/2024	10/28/2024	11/1/2024	11/4/2024	11/8/2024
24	11/2/2024	11/15/2024	11/11/2024	11/15/2024	11/18/2024	11/22/2024
25	11/16/2024	11/29/2024	11/21/2024	11/26/2024	12/2/2024	12/6/2024
Due to the Thanksgiving Break we are requesting that any time card employee who will not be working between Wednesday, November 27, 2024 – Friday, November 29, 2024 to please enter and submit hours by the end of business on Tuesday, November 26, 2024.						
Any time card employees working during the holiday break should enter and submit hours by the end of business on Friday, November 29, 2024.						
26	11/30/2024	12/13/2024	12/9/2024	12/13/2024	12/16/2024	12/20/2024

*** Employment authorizations should be received in HR two weeks prior to the begin date of the pay period***