

2024

SALARY Timesheet/Pay Periods and Pay Dates

Full-time Semi-monthly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due 5:00 P.M.	Manager Time Approval Due 10:00 A.M.
December 25	January 9	January 16	December 22	1/9/24	1/10/24
January 10	January 24	February 1	January 11	1/24/24	1/25/24
January 25	February 9	February 16	January 29	2/9/24	2/12/24
February 10	February 24	March 1	February 12	2/24/24	2/26/24
February 25	March 9	March 15	February 26	3/9/24	3/11/24
March 10	March 24	March 29	March 11	3/24/24	3/25/24
March 25	April 9	April 16	March 27	4/9/24	4/10/24
April 10	April 24	May 1	April 11	4/24/24	4/25/24
April 25	May 9	May 16	April 26	5/9/24	5/10/24
May 10	May 24	May 31	May 10	5/24/24	5/28/24
May 25	June 9	June 14	May 24	6/9/24	6/10/24
June 10	June 24	July 1	June 11	6/24/24	6/25/24
June 25	July 9	July 16	June 26	7/9/24	7/10/24
July 10	July 24	August 1	July 12	7/24/24	7/25/24
July 25	August 9	August 16	July 29	8/9/24	8/12/24
August 10	August 24	August 30	August 12	8/24/24	8/26/24
August 25	September 9	September 16	August 27	9/9/24	9/10/24
September 10	September 24	September 30	September 10	9/24/24	9/25/24
September 25	October 9	October 16	September 25	10/9/24	10/10/24
October 10	October 24	November 1	October 14	10/24/24	10/25/24
October 25	November 9	November 15	October 25	11/9/24	11/11/24
November 10	November 24	November 29	November 8	11/24/24	11/25/24
November 25	December 9	December 16	November 22	12/9/24	12/10/24
December 10	December 24	December 31	December 9	12/23/24 *	12/23/24 *

Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.

Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.

\*When leave is taken or holidays occur at the end of a pay period, all hours/leave requests should be entered no later than the last day worked

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll.

All dates are subject to revision