

Hourly Payroll Schedule 2024

Pay Period	Payroll Period Dates		Time Sheet due to Payroll	Pay Date
20	12/14/2023	12/27/2023	12/29/2023	01/17/2024
21	12/28/2023	01/10/2024	01/12/2024	01/31/2024
22	01/11/2024	01/24/2024	01/26/2024	02/14/2024
23	01/25/2024	02/07/2024	02/09/2024	02/28/2024
24	02/08/2024	02/21/2024	02/23/2024	03/13/2024
25	02/22/2024	03/06/2024	03/08/2024	03/27/2024
26	03/07/2024	03/20/2024	03/22/2024	04/10/2024
01	03/21/2024	04/03/2024	04/05/2024	04/24/2024
02	04/04/2024	04/17/2024	04/19/2024	05/08/2024
03	04/18/2024	05/01/2024	05/03/2024	05/22/2024
04	05/02/2024	05/15/2024	05/17/2024	06/05/2024
05	05/16/2024	05/29/2024	05/31/2024	06/19/2024
06	05/30/2024	06/12/2024	06/14/2024	07/03/2024
07	06/13/2024	06/26/2024	06/28/2024	07/17/2024
08	06/27/2024	07/10/2024	07/12/2024	07/31/2024
09	07/11/2024	07/24/2024	07/26/2024	08/14/2024
10	07/25/2024	08/07/2024	08/09/2024	08/28/2024
11	08/08/2024	08/21/2024	08/23/2024	09/11/2024
12	08/22/2024	09/04/2024	09/06/2024	09/25/2024
13	09/05/2024	09/18/2024	09/20/2024	10/09/2024
14	09/19/2024	10/02/2024	10/04/2024	10/23/2024
15	10/03/2024	10/16/2024	10/18/2024	11/06/2024
16	10/17/2024	10/30/2024	11/01/2024	11/20/2024
17	10/31/2024	11/13/2024	11/15/2024	12/04/2024
18	11/14/2024	11/27/2024	11/29/2024	12/18/2024
19	11/28/2024	12/11/2024	12/13/2024	1/1/2025
20	12/12/2024	12/25/2024	12/27/2024	1/15/2025

Please Note:

Time sheets should be completed by the employee in regular two-week intervals and in accordance with the above pay period date ranges.

Employees: Please complete and submit your time sheet to your supervisor for approval at the end of the pay period as noted in above schedule.

Supervisors: Please verify all hours for accuracy, approve and submit time sheets to the Payroll Office by the deadlines set in above schedule.

ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES. PLEASE ADHERE TO THE DEADLINES TO AVOID A DELAY IN PAYMENT.