

2024 Processing Calendar

Pay No.	Employee Type	Pay Period	HR Transactions Due in HR 5:00 pm	Employee Timesheets Submitted for Approval by 6:00 pm	Supervisors Approval Due 10:00 am	Pay Date	Days in Pay Period	Off-Cycle Requests Due 10:00AM	Direct Deposit Effective Date
1	Hourly Salaried	Dec 16-31 Dec 25-Jan 9	December 12	January 9	January 10	January 16	12	17-Jan	23-Jan
2	Hourly Salaried	Jan 1-15 Jan 10-24	January 10	January 24	January 25	February 1	11	1-Feb	8-Feb
3	Hourly Salaried	Jan 16-31 Jan 25-Feb 9	January 25	February 9	February 12	February 16	12	19-Feb	23-Feb
4	Hourly Salaried	Feb 1-15 Feb 10-24	February 12	February 24	February 26	March 1	10	4-Mar	8-Mar
5	Hourly Salaried	Feb 16-29 Feb 25-Mar 9	February 26	March 9	March 11	March 15	10	18-Mar	22-Mar
6	Hourly Salaried	Mar 1-15 Mar 10-24	March 11	March 24	March 25	March 29	10	1-Apr	5-Apr
7	Hourly Salaried	Mar 16-31 Mar 25-Apr 9	March 25	April 9	April 10	April 16	12	17-Apr	23-Apr
8	Hourly Salaried	Apr 1-15 Apr 10-24	April 10	April 24	April 25	May 1	11	2-May	8-May
9	Hourly Salaried	Apr 16-30 Apr 25-May 9	April 25	May 9	May 10	May 16	11	17-May	23-May
10	Hourly Salaried	May 1-15 May 10-24	May 10	May 24	May 28	May 31	11	3-Jun	7-Jun
11	Hourly Salaried	May 16-31 May 25-Jun 9	May 28	June 9	June 10	June 14	10	Not available	Not available
12	Hourly Salaried	Jun 1-15 Jun 10-24	June 10	June 24	June 25	July 1	11	July 1	8-Jul
13	Hourly Salaried	Jun 16-30 Jun 25-Jul 9	June 25	July 9	July 10	July 16	11	17-Jul	23-Jul
14	Hourly Salaried	Jul 1-15 Jul 10-24	July 10	July 24	July 25	August 1	11	1-Aug	8-Aug
15	Hourly Salaried	Jul 16-31 Jul 25-Aug 9	July 25	August 9	August 12	August 16	12	19-Aug	23-Aug
16	Hourly Salaried	Aug 1-15 Aug 10-24	August 12	August 24	August 26	August 30	10	3-Sep	6-Sep
17	Hourly Salaried	Aug 16-31 Aug 25-Sept 9	August 26	September 9	September 10	September 16	11	17-Sep	23-Sep
18	Hourly Salaried	Sept 1-15 Sept 10-24	September 10	September 24	September 25	September 30	11	1-Oct	7-Oct
19	Hourly Salaried	Sept 16-30 Sept 25-Oct 9	September 25	October 9	October 10	October 16	11	17-Oct	23-Oct
20	Hourly Salaried	Oct 1-15 Oct 10-24	October 10	October 24	October 25	November 1	11	1-Nov	8-Nov
21	Hourly Salaried	Oct 16-31 Oct 25-Nov 9	October 25	November 9	November 11	November 15	11	Not available	Not available
22	Hourly Salaried	Nov 1-15 Nov 10-24	November 11	November 19	November 20	November 29	10	2-Dec	6-Dec
23	Hourly Salaried	Nov 16-30 Nov 25-Dec 9	November 15 *	December 9	December 10	December 16	11	Not available	Not available
24	Hourly Salaried	Dec 1-15 Dec 10-24	November 15*	December 16	December 17	December 31	11	Not available	Not available

* due to compressed processing schedule, actions effective for Pays 23 and 24 should be submitted as early as possible and no later than November 15th.