

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> HOLIDAY	<b>2</b> <b>DUE BY NOON</b> Hourly Summaries Due: Pay Period 12/16/23- 12/31/23	<b>3</b>	<b>4</b>	<b>5</b> Deadline for Paperwork to HRS: Hourly Pay Period 1/1/24-1/15/24 Salary Pay Period 1/16/24 -1/31/24	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Hourly Summaries Available: PPE 1/1/24 - 1/15/24	<b>12</b> PAYDAY	<b>13</b>
<b>14</b>	<b>15</b> HOLIDAY	<b>16</b> Hourly Summaries Due: Pay Period 1/1/24- 1/15/24 Salary Summaries Due: Pay Period 12/1/23-12/31/23	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Paperwork to HRS: Hourly Pay Period 1/16/24-1/31/24 Salary Pay Period 2/1/24- 2/15/24	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Hourly Summaries Available PPE 1/16/24- 1/31/24 Salary Summaries Available: PPE 1/1/24-1/31/24	<b>31</b> PAYDAY			

2024

# February

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

Hourly Summaries Due:  
Pay Period 1/16/24-  
1/31/24

**4**

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**10**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 2/1/24-2/15/24  
Salary Pay Period  
2/16/24 -2/29/24

**11**

**12**

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**17**

Hourly Summaries  
Available: PPE 2/1/24-  
2/15/24

PAYDAY

Hourly Summaries Due:  
Pay Period 2/1/24-  
2/15/24 Salary  
Summaries Due: Pay  
Period 1/1/24-1/31/24

**18**

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**23**

**24**

Paperwork to HRS:  
Hourly Pay Period  
2/16/24-2/29/24 Salary  
Pay Period 3/1/24-  
3/15/24

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available PPE 2/16/24-  
2/29/24 Salary  
Summaries Available:  
PPE 2/1/24-2/29/24

PAYDAY

**2024**

# March

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**3**

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**1**

Hourly Summaries Due:  
Pay Period 2/16/24-  
2/29/24

**2**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 3/1/24-3/15/24  
Salary Pay Period  
3/16/24 -3/31/24

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**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 3/1/24-  
3/15/24

PAYDAY

**15**

**16**

**17**

**18**

**DUE at NOON**  
Hourly Summaries Due:  
Pay Period 3/1/24-  
3/15/24 Salary  
Summaries Due: Pay  
Period 2/1/24-2/29/24

**19**

**20**

**21**

**22**

Paperwork to HRS:  
Hourly Pay Period  
3/16/24-3/31/24 Salary  
Pay Period 4/1/24-  
4/15/24

**23**

**24**

**25**

**26**

**27**

**28**

Hourly Summaries  
Available PPE 3/16/24-  
3/31/24 Salary  
Summaries Available:  
PPE 3/1/24-3/31/24

PAYDAY

**29**

**30**

**2024**

# April

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 3/16/24-  
3/31/24

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/1/24-4/15/24  
Salary Pay Period  
4/16/24 -4/30/24

**9**

**10**

**11**

**12**

Hourly Summaries  
Available: PPE 4/1/24-  
4/15/24

**13**

**14**

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 4/1/24-  
4/15/24 Salary  
Summaries Due: Pay  
Period 3/1/24-3/31/24

**17**

**18**

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**23**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/16/24-4/30/24  
Salary Pay Period  
5/1/24-5/15/24

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**25**

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**29**

Hourly Summaries  
Available PPE 4/16/24-  
4/30/24 Salary  
Summaries Available:  
PPE 4/1/24-4/30/24

**30**

PAYDAY

2024

# May

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 4/16/24-  
4/30/24

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/1/24-5/15/24  
Salary Pay Period  
5/16/24 -5/31/24

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**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 5/1/24-  
5/15/24

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 5/1/24-  
5/15/24 Salary  
Summaries Due: Pay  
Period 4/1/24-4/30/24

**17**

**18**

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**24**

**25**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/16/24-5/31/24  
Salary Pay Period  
6/1/24- 6/15/24

**26**

**27**

HOLIDAY

**28**

**29**

**30**

Hourly Summaries  
Available PPE 5/16/24-  
5/31/24 Salary  
Summaries Available:  
PPE 5/1/24-5/31/24

**31**

PAYDAY

2024

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

2

**3**  
**Due at NOON**  
Hourly Summaries Due:  
Pay Period 5/16/24-  
5/31/24

4

5

6

**7**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/1/24-6/15/24  
Salary Pay Period  
6/16/24 -6/30/24

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**13**  
Hourly Summaries  
Available: PPE 6/1/24-  
6/15/24

**14**  
PAYDAY

15

16

**17**  
**Due at NOON**  
Hourly Summaries Due:  
Pay Period 6/1/24-  
6/15/24 Salary  
Summaries Due: Pay  
Period 5/1/24-5/31/24

18

**19**  
HOLIDAY

20

**21**  
/24  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/16/24-6/30/24  
Salary Pay Period  
7/1/24-7/15/24

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24

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**27**  
Hourly Summaries  
Available PPE 6/16/24-  
6/30/24 Salary  
Summaries Available:  
PPE 6/1/24-6/30/24

**28**  
PAYDAY

29

30

2024

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**Due at NOON**  
Hourly Summaries Due:  
Pay Period 6/16/24-  
6/30/24

**2**

**3**

**4**  
HOLIDAY

**5**

ADMINISTRATIVE  
CLOSURE

**6**

**7**

**8**

Deadline for Paperwork to  
HRS: Hourly Pay Period  
7/1/24-7/15/24 Salary Pay  
Period 7/16/24 -7/31/24

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**10**

**11**

**12**

Hourly Summaries  
Available: PPE 7/1/24-  
7/15/24

**13**

**14**

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 7/1/24-  
7/15/24 Salary  
Summaries Due: Pay  
Period 6/1/24-6/30/24

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**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 7/16/24-7/31/24  
Salary Pay Period  
8/1/24- 8/15/24

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**27**

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**29**

**30**

Hourly Summaries  
Available PPE 7/16/24-  
7/31/24 Salary  
Summaries Available:  
PPE 7/1/24-7/31/24

**31**

PAYDAY

2024

# August

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay Period 7/16/24-  
7/31/24

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/1/24-8/15/24  
Salary Pay Period  
8/16/24 -8/31/24

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**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 8/1/24-  
8/15/24

PAYDAY

**15**

**16**

Hourly Summaries Due:  
Pay Period 8/1/24-  
8/15/24 Salary  
Summaries Due: Pay  
Period 7/1/24-7/31/24

**17**

**18**

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**22**

**23**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/16/24-8/31/24  
Salary Pay Period  
9/1/24- 9/15/24

**24**

**25**

**26**

**27**

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**29**

Hourly Summaries  
Available PPE 8/16/24-  
8/31/24 Salary  
Summaries Available:  
PPE 8/1/24-8/31/24

**30**

PAYDAY

**31**

**2024**



# September

*Sun*  
**1**

*Mon*  
**2**  
HOLIDAY

*Tue*  
**3**  
**Due at NOON**  
Hourly Summaries Due:  
Pay Period 8/16/24-  
8/31/24

*Wed*  
**4**

*Thu*  
**5**

*Fri*  
**6**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/1/24-9/15/24  
Salary Pay Period  
9/16/24 -9/30/24

*Sat*  
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**12**  
Hourly Summaries  
Available: PPE 9/1/24-  
9/15/24

**13**  
PAYDAY

**14**

**15**

**16**  
Hourly Summaries Due:  
Pay Period 9/1/24-  
9/15/24 Salary  
Summaries Due: Pay  
Period 8/1/24-8/31/24

**17**

**18**

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**23**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/16/24-9/30/24  
Salary Pay Period  
10/1/24 -10/15/24

**24**

**25**

**26**

**27**  
Hourly Summaries  
Available PPE 9/16/24-  
9/30/24 Salary  
Summaries Available:  
PPE 9/1/24-9/30/24

**28**

**29**

**30**  
PAYDAY

2024

# October

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 9/16/24-  
9/30/24

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork to  
HRS: Hourly Pay Period  
10/1/24-10/15/24 Salary  
Pay Period 10/16/24 -  
10/31/24

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**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
10/1/24-10/15/24

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 10/1/24-  
10/15/24 Salary  
Summaries Due: Pay  
Period 9/1/24-9/30/24

**17**

**18**

**19**

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**23**

**24**

Deadline for Paperwork to  
HRS: Hourly Pay Period  
10/16/24-10/31/24 Salary  
Pay Period 11/1/24 -  
11/15/24

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**30**

Hourly Summaries  
Available PPE 10/16/24-  
10/31/24 Salary  
Summaries Available:  
PPE 10/1/24-10/31/24

**31**

PAYDAY

2024

# November

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

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**1**

Hourly Summaries Due:  
Pay Period 10/16/24-  
10/31/24

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 11/1/24-11/15/24  
Salary Pay Period  
11/16/24 -11/30/24

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**14**

Hourly Summaries  
Available: PPE  
11/1/24-11/15/24

**15**

PAYDAY

**16**

**17**

**18**

**Due at NOON**  
Hourly Summaries Due:  
Pay Period 11/1/24-  
11/15/24 Salary  
Summaries Due: Pay  
Period 10/1/23-10/31/23

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**21**

**22**

Calculate Hourly Payroll  
PPE 11/15/24

**23**

**24**

**25**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 11/16/24-  
11/30/24 Salary Pay  
Period 12/1/24 -  
12/15/24

**26**

**27**

Hourly Summaries  
Available PPE 11/16/24-  
11/30/24 Salary  
Summaries Available:  
PPE 11/1/24-11/30/24

**28**

HOLIDAY

**29**

FLOATING HOLIDAY

**30**

PAYDAY

2024

# December

*Sun*  
**1**

*Mon*  
**2**

Hourly Summaries Due:  
Pay Period 11/16/24-  
11/30/24

*Tue*  
**3**

*Wed*  
**4**

*Thu*  
**5**

*Fri*  
**6**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 12/1/24-12/15/24  
Salary Pay Period  
12/16/24 -12/31/24

*Sat*  
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**11**

**12**  
Hourly Summaries  
Available: PPE  
12/1/24-12/15/24

**13**  
PAYDAY

**14**

**15**

**16**  
**DUE at NOON**  
Hourly Summaries Due:  
Pay Period 12/1/24-  
12/15/24 Salary Summaries  
Due: Pay Period 11/1/24-  
11/30/24  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 12/16/24 -  
12/31/24 Salary Pay  
Period 1/1/25 -1/15/25

**17**

**18**

**19**

**20**  
Hourly Summaries  
Available PPE 12/16/24-  
12/31/24 Salary Summaries  
Available: PPE 12/1/24-  
12/31/24

**21**

**22**

**23**  
ADMINISTRATIVE  
CLOSURE

**24**  
ADMINISTRATIVE  
CLOSURE

**25**  
HOLIDAY

**26**  
FLOATING HOLIDAY

**27**  
ADMINISTRATIVE  
CLOSURE

**28**

**29**

**30**  
ADMINISTRATIVE  
CLOSURE

**31**  
PAYDAY  
ADMINISTRATIVE  
CLOSURE

2024