

# JANUARY 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
<b>1</b>	<b>Winter Break HOLIDAY</b>	<b>2</b>	<b>Winter Break DECLARED HOLIDAY</b>	<b>3</b>	<b>Winter Break DECLARED HOLIDAY</b>	<b>4</b>		<b>5</b>	Employees Submit Timesheets and Leave Reports
<b>8</b>	10:00 am Approve Timesheets and Leave Reports	<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>	<b>** PAY DAY **</b>
<b>15</b>	<b>Martin Luther King, Jr. Day HOLIDAY</b>	<b>16</b>	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (1/7/24 to 1/20/24)</b>	<b>17</b>		<b>18</b>		<b>19</b>	Employees Submit Timesheets and Leave Reports
<b>22</b>	10:00 am Approve Timesheets and Leave Reports	<b>23</b>		<b>24</b>		<b>25</b>		<b>26</b>	<b>** PAY DAY **</b>
<b>29</b>		<b>30</b>	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (1/21/24 to 2/3/24)</b>	<b>31</b>					

# FEBRUARY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Timesheets and Leave Reports
5 10:00 am Approve Timesheets and Leave Reports	6	7	8	9 <b>** PAY DAY **</b>
12	13 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (2/4/24 to 2/17/24)</b>	14	15	16 Employees Submit Timesheets and Leave Reports
19 10:00 am Approve Timesheets and Leave Reports	20	21	22	23 <b>** PAY DAY **</b>
26	27 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (2/18/24 to 3/2/24)</b>	28	29	

# MARCH 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> Employees Submit Timesheets and Leave Reports
<b>4</b> 10:00 am Approve Timesheets and Leave Reports	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> ** PAY DAY **
<b>11</b>	<b>12</b> 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/3/24 to 3/16/24)	<b>13</b>	<b>14</b>	<b>15</b> Employees Submit Timesheets and Leave Reports
<b>18</b> 10:00 am Approve Timesheets and Leave Reports	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> ** PAY DAY **
<b>25</b>	<b>26</b> 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/17/24 to 3/30/24)	<b>27</b>	<b>28</b>	<b>29</b> Employees Submit Timesheets and Leave Reports



# MAY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 <b>** PAY DAY **</b>
6	7 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (4/28/24 to 5/11/24)</b>	8	9	10 Employees Submit Timesheets and Leave Reports
13 10:00 am Approve Timesheets and Leave Reports	14	15	16	17 <b>** PAY DAY **</b>
20 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (5/12/24 to 5/25/24)</b>	21	22	23 Employees Submit Timesheets and Leave Reports	24 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>
27 <b>Memorial Day HOLIDAY</b>	28	29	30	31 <b>** PAY DAY **</b> <b>(No Insurance Deductions)</b>

# JUNE 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
3		4	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (5/26/24 to 6/8/24)</b>	5		6		7	Employees Submit Timesheets and Leave Reports
10	10:00 am Approve Timesheets and Leave Reports	11		12		13		14	<b>** PAY DAY **</b>
17		18	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (6/9/24 to 6/22/24)</b>	19	<b>Juneteenth HOLIDAY</b>	20		21	Employees Submit Timesheets and Leave Reports
24	10:00 am Approve Timesheets and Leave Reports	25		26		27		28	<b>** PAY DAY **</b>

# JULY 2024

Monday		Tuesday		Wednesday		Thursday		Friday	
1		2	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (6/23/24 to 7/6/24)</b>	3		4	<b>Independence Day HOLIDAY</b>	5	Employees Submit Timesheets and Leave Reports
8	10:00 am Approve Timesheets and Leave Reports	9		10		11		12	<b>** PAY DAY **</b>
15		16	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (7/7/24 to 7/20/24)</b>	17		18		19	Employees Submit Timesheets and Leave Reports
22	10:00 am Approve Timesheets and Leave Reports	23		24		25		26	<b>** PAY DAY **</b>
29		30	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (7/21/24 to 8/3/24)</b>	31					

# AUGUST 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Timesheets and Leave Reports
5 10:00 am Approve Timesheets and Leave Reports	6	7	8	9 <b>** PAY DAY **</b>
12	13 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (8/4/24 to 8/17/24)</b>	14	15	16 Employees Submit Timesheets and Leave Reports
19 10:00 am Approve Timesheets and Leave Reports	20	21	22	23 <b>** PAY DAY **</b>
26 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (8/18/24 to 8/31/24)</b>	27	28	29 Employees Submit Timesheets and Leave Reports	30 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>



# SEPTEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> <b>Labor Day HOLIDAY</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <b>** PAY DAY **</b>
<b>9</b>	<b>10</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (9/1/24 to 9/14/24)</b>	<b>11</b>	<b>12</b>	<b>13</b> Employees Submit Timesheets and Leave Reports
<b>16</b> 10:00 am Approve Timesheets and Leave Reports	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <b>** PAY DAY **</b>
<b>23</b>	<b>24</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (9/15/24 to 9/28/24)</b>	<b>25</b>	<b>26</b>	<b>27</b> Employees Submit Timesheets and Leave Reports
<b>30</b> 10:00 am Approve Timesheets and Leave Reports				

# OCTOBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 <b>** PAY DAY **</b>
7	8 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (9/29/24 to 10/12/24)</b>	9	10	11 Employees Submit Timesheets and Leave Reports
14 10:00 am Approve Timesheets and Leave Reports	15	16	17	18 <b>** PAY DAY **</b>
21	22 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (10/13/24 to 10/26/24)</b>	23	24	25 Employees Submit Timesheets and Leave Reports
28 10:00 am Approve Timesheets and Leave Reports	29	30	31	

# NOVEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1 <b>** PAY DAY **</b>
4 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/27/24 to 11/9/24)	5	6	7 Employees Submit Timesheets and Leave Reports	8 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>
11 <b>Veterans Day HOLIDAY</b>	12	13	14	15 <b>** PAY DAY **</b> 9:00 am Personnel Action Forms Due in Human Resources Pay Period (11/10/24 to 11/23/24)
18	19	20 Employees Submit Timesheets and Leave Reports	21 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>	22
25	26	27 <b>** PAY DAY **</b> (No Insurance Deductions)	28 <b>Thanksgiving Day HOLIDAY</b>	29 <b>Day After Thanksgiving HOLIDAY</b>

# DECEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (11/24/24 to 12/7/24)</b>	<b>4</b>	<b>5</b>	<b>6</b> Employees Submit Timesheets and Leave Reports
<b>9</b> 10:00 am Approve Timesheets and Leave Reports	<b>10</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (12/8/24 to 12/21/24)</b>	<b>11</b>	<b>12</b>	<b>13</b> <b>** PAY DAY **</b> Employees Submit Timesheets and Leave Reports
<b>16</b> 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b> <b>Winter Break HOLIDAY</b>	<b>25</b> <b>Winter Break HOLIDAY</b>	<b>26</b> <b>Winter Break HOLIDAY</b>	<b>27</b> <b>** PAY DAY **</b> <b>Winter Break HOLIDAY</b>
<b>30</b> <b>Winter Break HOLIDAY</b>	<b>31</b> <b>Winter Break HOLIDAY</b>	(Greyed out)	(Greyed out)	(Greyed out)