

2024

PAYROLL SCHEDULE

HOURLY EMPLOYEES

Payroll Number	Start Date	End Date	Pay Date
1	Dec 16	Dec 29	Jan 5
2	Dec 30	Jan 12	Jan 19
3	Jan 13	Jan 26	Feb 2
4	Jan 27	Feb 9	Feb 16
5	Feb 10	Feb 23	Mar 1
6	Feb 24	Mar 8	Mar 15
7	Mar 9	Mar 22	Mar 28
8	Mar 23	April 5	April 12
9	April 6	April 19	April 26
10	April 20	May 3	May 10
11	May 4	May 17	May 24
12	May 18	May 31	Jun 7
13	Jun 1	Jun 14	Jun 21
14	Jun 15	Jun 28	Jul 5
15	Jun 29	Jul 12	Jul 19
16	Jul 13	Jul 26	Aug 2
17	Jul 27	Aug 9	Aug 16
18	Aug 10	Aug 23	Aug 30
19	Aug 24	Sep 6	Sep 13
20	Sep 7	Sep 20	Sep 27
21	Sep 21	Oct 4	Oct 11
22	Oct 5	Oct 18	Oct 25
23	Oct 19	Nov 1	Nov 8
24	Nov 2	Nov 15	Nov 22
25	Nov 16	Nov 29	Dec 6
26	Nov 30	Dec 13	Dec 20

STUDENT EMPLOYEES

Payroll Number	Start Date	End Date	Pay Date
1	Dec 23	Jan 5	Jan 12
2	Jan 6	Jan 19	Jan 26
3	Jan 20	Feb 2	Feb 9
4	Feb 3	Feb 16	Feb 23
5	Feb 17	Mar 1	Mar 8
6	Mar 2	Mar 15	Mar 22
7	Mar 16	Mar 29	Apr 5
8	Mar 30	Apr 12	Apr 19
9	Apr 13	Apr 26	May 3
10	Apr 27	May 10	May 17
11	May 11	May 24	May 31
12	May 25	Jun 7	Jun 14
13	Jun 8	Jun 21	Jun 28
14	Jun 22	Jul 5	Jul 12
15	Jul 6	Jul 19	Jul 26
16	Jul 20	Aug 2	Aug 9
17	Aug 3	Aug 16	Aug 23
18	Aug 17	Aug 30	Sep 6
19	Aug 31	Sep 13	Sep 20
20	Sep 14	Sep 27	Oct 4
21	Sep 28	Oct 11	Oct 18
22	Oct 12	Oct 25	Nov 1
23	Oct 26	Nov 8	Nov 15
24	Nov 9	Nov 22	Nov 29
25	Nov 23	Dec 6	Dec 13
26	Dec 7	Dec 20	Dec 20

SALARY EMPLOYEES

Payroll Number	Start Date	End Date	Pay Date
1	Jan 1	Jan 31	Jan 31
2	Feb 1	Feb 29	Feb 29
3	Mar 1	Mar 31	Mar 28
4	Apr 1	Apr 30	Apr 30
5	May 1	May 31	May 31
6	Jun 1	Jun 30	Jun 28
7	Jul 1	Jul 31	Jul 31
8	Aug 1	Aug 31	Aug 30
9	Sep 1	Sep 30	Sep 30
10	Oct 1	Oct 31	Oct 31
11	Nov 1	Nov 30	Nov 27
12	Dec 1	Dec 31	Dec 20

REMINDERS

HOURLY EMPLOYEES (Non-exempt):

All timesheets are due on the last day of the pay period.

SALARY EMPLOYEES (Exempt):

All Leave Reports are due on the 10th of each month following the pay period.

Payroll schedule may be updated based on holidays, weather, or other unanticipated events.