



2024 Payroll Schedule

<u>Dates Worked</u>	<u>Timesheets Due By</u> <u>Designee Approvals Due By</u>	<u>Pay Day</u>
January 1 st – 15 th	Tuesday, January 16 th	Tuesday, January 23 rd
January 16 th – 31 st	Thursday, February 1 st	Thursday, February 8 th
February 1 st – 15 th	Friday, February 16 th	Friday, February 23 rd
February 16 th – 28 th	Friday, March 1 st	Friday, March 8 th
March 1 st – 15 th	Saturday, March 16 th	Saturday, March 23 rd
March 16 th – 31 st	Monday, April 1 st	Monday, April 8 th
April 1 st – 15 th	Tuesday, April 16 th	Tuesday, April 23 rd
April 16 th – 30 th	Wednesday, May 1 st	Wednesday, May 8 th
May 1 st – 15 th	Thursday, May 16 th	Thursday, May 23 rd
May 16 th – 31 st	Saturday, June 1 st	Saturday, June 8 th
June 1 st – 15 th	Sunday, June 16 th	Sunday, June 23 rd
June 16 th – 30 th	Monday, July 1 st	Monday, July 8 th
July 1 st – 15 th	Tuesday, July 16 th	Tuesday, July 23 rd
July 16 th – 31 st	Thursday, August 1 st	Thursday, August 8 th
August 1 st – 15 th	Friday, August 16 th	Friday, August 23 rd
August 16 th – 31 st	Sunday, September 1 st	Sunday, September 8 th
September 1 st – 15 th	Monday, September 16 th	Monday, September 23 rd
September 16 th – 30 th	Tuesday, October 1 st	Tuesday, October 8 th
October 1 st – 15 th	Wednesday, October 16 th	Wednesday, October 23 rd
October 16 th – 31 st	Friday, November 1 st	Friday, November 8 th
November 1 st – 15 th	Saturday, November 16 th	Saturday, November 23 rd
November 16 th – 30 th	Sunday, December 1 st	Sunday, December 8 th
December 1 st – 15 th	Monday, December 16 th	Monday, December 23 rd
December 16 th – 31 st	Wednesday, January 1 st	Wednesday, January 8 th

Time sheets are due by 12 pm on the 1st and 16th of each month regardless of weekends or holidays. Your timesheets must accurately reflect the times you work and all required data must be complete in order for your timesheet to be accepted. Time sheets must be approved, and Electronically Signed by the Members Designee / Responsible Person to be accepted.

Late time sheets will be subject to a processing fee.

It is imperative that you remain aware of the number of hours that you are permitted to work with your assigned client(s) and do not exceed authorization limitations.