



2024 Timekeeping and Payroll Processing Schedule

Pay period for online entry	PAF received by HR	Time file closes at 10AM for payroll processing	Payroll finalizes	Pay Date
Dec 25 - Jan 9	20-Dec-23	9-Jan*	10-Jan	16-Jan
Jan 10 - Jan 24	16-Jan	26-Jan	29-Jan	1-Feb
Jan 25 - Feb 9	1-Feb	12-Feb	13-Feb	16-Feb
Feb 10 - Feb 24	16-Feb	26-Feb	27-Feb	1-Mar
Feb 25 - Mar 9	1-Mar	11-Mar	12-Mar	15-Mar
Mar 10 - Mar 24	15-Mar	25-Mar	26-Mar	29-Mar
Mar 25 - Apr 9	29-Mar	10-Apr	11-Apr	16-Apr
Apr 10 - Apr 24	16-Apr	25-Apr	26-Apr	1-May
Apr 25 - May 9	1-May	10-May	13-May	16-May
May 10 - May 24	16-May	24-May*	28-May	31-May
May 25 - Jun 9	31-May	10-Jun	11-Jun	14-Jun
Jun 10 - Jun 24	14-Jun	25-Jun	26-Jun	1-Jul
Jun 25 - Jul 9	1-Jul	10-Jul	11-Jul	16-Jul
Jul 10 - Jul 24	16-Jul	26-Jul	29-Jul	1-Aug
Jul 25 - Aug 9	1-Aug	12-Aug	13-Aug	16-Aug
Aug 10 - Aug 24	16-Aug	26-Aug	27-Aug	30-Aug
Aug 25 - Sep 9	30-Aug	10-Sep	11-Sep	16-Sep
Sep 10 - Sep 24	16-Sep	24-Sept*	25-Sep	30-Sep
Sep 25 - Oct 9	30-Sep	10-Oct	11-Oct	16-Oct
Oct 10 - Oct 24	16-Oct	28-Oct	29-Oct	1-Nov
Oct 25 - Nov 9	1-Nov	11-Nov	12-Nov	15-Nov
Nov 10 - Nov 24	15-Nov	22-Nov*	25-Nov	29-Nov
Nov 25 - Dec 9	29-Nov	10-Dec	11-Dec	16-Dec
Dec 10 - Dec 24	9-Dec	19-Dec*	20-Dec	31-Dec

*** Files close early; files close at 10AM. Hours worked past the cutoff date will be reflected in the next payroll.**