



PAY SCHEDULE 2024
Semi-Monthly Pay Cycle

	HOURLY STAFF				TIME SHEETS	
	TIME COLLECTION PERIOD COVERED					
PAY DATE	FOR PAYMENT		Pay Period		DUE IN PAYROLL (Weekly at 9am)	PP
1/12/2024	12/17/2023	12/30/2023	12/16/2023	12/31/2023	12/26/2023; 01/02/2024	01
1/31/2024	12/31/2023	1/13/2024	1/1/2024	1/15/2024	01/08/2024; 01/15/2024	02
2/15/2024	1/14/2024	1/27/2024	1/16/2024	1/31/2024	01/22/2024; 01/29/2024	03
2/29/2024	1/28/2024	2/10/2024	2/1/2024	2/15/2024	02/05/2024; 02/12/2024	04
3/15/2024	2/11/2024	2/24/2024	2/16/2024	2/28/2024	02/19/2024; 02/26/2024	05
3/29/2024	2/25/2024	3/16/2024	3/1/2024	3/15/2024	03/04/2024; 03/11/2024; 03/18/2024	06
4/15/2024	3/17/2024	3/30/2024	3/16/2024	3/31/2024	03/25/2024; 04/01/2024*	07
4/30/2024	3/31/2024	4/13/2024	4/1/2024	4/15/2024	04/08/2024; 04/15/2024	08
5/15/2024	4/14/2024	4/27/2024	4/16/2024	4/30/2024	04/22/2024; 04/29/2024	09
5/31/2024	4/28/2024	5/11/2024	5/1/2024	5/15/2024	05/06/2024; 05/13/2024	10
6/14/2024	5/12/2024	6/1/2024	5/16/2024	5/31/2024	05/20/2024; 05/27/2024; 06/03/2024	11
6/28/2024	6/2/2024	6/15/2024	6/1/2024	6/15/2024	06/10/2024; 06/17/2024	12

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	HOURLY STAFF				TIME SHEETS	PP
	TIME COLLECTION PERIOD COVERED					
PAY DATE	FOR PAYMENT		Pay Period		DUE IN PAYROLL (Weekly at 9am)	
7/15/2024	6/16/2024	6/29/2024	6/16/2024	6/30/2024	06/24/2024; 07/01/2024	13
7/31/2024	6/30/2024	7/13/2024	7/1/2024	7/15/2024	07/08/2024; 07/15/2024	14
8/15/2024	7/14/2024	7/27/2024	7/16/2024	7/31/2024	07/22/2024; 07/29/2024	15
8/30/2024	7/28/2024	8/10/2024	8/1/2024	8/15/2024	08/05/2024; 08/12/2024	16
9/13/2024	8/11/2024	8/31/2024	8/16/2024	8/31/2024	08/19/2024; 08/26/2024; 09/02/2024	17
9/30/2024	9/1/2024	9/14/2024	9/1/2024	9/15/2024	09/09/2024; 09/16/2024	18
10/15/2024	9/15/2024	9/28/2024	9/16/2024	9/30/2024	09/23/2024; 09/30/2024	19
10/31/2024	9/29/2024	10/12/2024	10/1/2024	10/15/2024	10/07/2024; 10/14/2024	20
11/15/2024	10/13/2024	10/26/2024	10/16/2024	10/31/2024	10/21/2024; 10/28/2024	21
11/29/2024	10/27/2024	11/9/2024	11/1/2024	11/15/2024	11/04/2024; 11/11/2024	22
12/13/2024	11/10/2024	11/30/2024	11/16/2024	11/30/2024	11/18/2024; 11/25/2024; 12/02/2024	23
12/31/2024	12/1/2024	12/14/2024	12/1/2024	12/15/2024	12/09/2024; 12/16/2024*	24

*Due to Holiday schedule - all hours must be approved in advance for such Time Collection Period.

** NO hours will be paid if not entered/submitted/approved in time sheets; will be processed on the following pay date.

*** LATE submission of time sheets will be processed on the next pay date; no exceptions.