

2024 HOURLY EMPLOYEE CALENDAR
For Pay Period Cutoff, Turn-In, and Employee Pay Dates

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	\$	6
	7	8	9	10	11	12
14	15	16	17	18	19	X
21	🔔	🕒	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	\$	3
	4	5	6	7	8	9
11	12	13	14	15	16	X
18	🔔	🕒	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					\$	2
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	X
24	🔔	🕒	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	\$	6
	7	8	9	10	11	12
14	15	16	17	18	19	X
21	🔔	🕒	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	\$	4
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	X
26	27	☀️	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
	2	3	4	5	6	\$
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	X
27	28	29	30			

JULY

S	M	T	W	T	F	S
	1	2	3	4	\$	6
	7	8	9	10	11	12
14	15	16	17	18	19	X
21	🔔	🕒	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	\$	3
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	X
24	25	☀️	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	\$
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	X
26	27	28	29	30		

OCTOBER







S	M	T	W	T	F	S
		1	2	3	\$	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	X
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
					\$	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	X
29	30					

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	\$
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	X
26	27	28	29	30	31	

-  Hourly Employee Pay Day
-  Hourly Employee Cutoff Date
-  WTE Employee turn in by 12:00 p.m..
-  WTE Approver & all other Hourly Payroll information turn in by 9:00 a.m..
-  WTE Employee 9:00 a.m., WTE Approver & all other Hourly Payroll information 12:00 p.m..
-  Early Turn in for January Payroll due to the Holiday Break (9:00 a.m.)

All dates and times are subject to change.