



## Payroll Services Time & Labor Cutoff Dates - 2024

<b>Payroll Cycle</b>	<b>Check Date</b>	<b>T &amp; L Cut off Dates Midnight</b>
Salary	Friday - 01/05/2024	Friday - 12/22/2023 **Early Cut Off
Hourly	Friday - 01/12/2024	Monday - 01/08/2024
Salary	Friday - 01/19/2024	Sunday 1/14/2024 ** Early Cut Off
Hourly	Friday - 01/26/2024	Monday - 01/22/2024
Salary	Friday - 02/02/2024	Monday - 01/29/2024
Hourly	Friday - 02/09/2024	Monday - 02/05/2024
Salary	Friday - 02/16/2024	Monday - 02/12/2024
Hourly	Friday - 02/23/2024	Monday - 02/19/2024
Salary	Friday - 03/01/2024	Monday - 02/26/2024
Hourly	Friday - 03/08/2024	Monday - 03/04/2024
Salary	Friday - 03/15/2024	Monday - 03/11/2024
Hourly	Friday - 03/22/2024	Monday - 03/18/2024
Salary	Friday - 03/29/2024	Monday - 03/25/2024
Hourly	Friday - 04/05/2024	Monday - 04/01/2024
Salary	Friday - 04/12/2024	Monday - 04/08/2024
Hourly	Friday - 04/19/2024	Monday - 04/15/2024
Salary	Friday - 04/26/2024	Monday - 04/22/2024
Hourly	Friday - 05/03/2024	Monday - 04/29/2024
Salary	Friday - 05/10/2024	Monday - 05/06/2024
Hourly	Friday - 05/17/2024	Monday - 05/13/2024



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<b>Payroll Cycle</b>	<b>Check Date</b>	<b>T &amp; L Cut off Dates Midnight</b>
Salary	Friday - 05/24/2024	Monday - 05/20/2024
<b>Hourly</b>	<b>Friday - 05/31/2024</b>	<b>Sunday 5/26/2024 ** Early Cut Off</b>
Salary	Friday - 06/07/2024	Monday - 06/03/2024
Hourly	Friday - 06/14/2024	Monday - 06/10/2024
Salary	Friday - 06/21/2024	Monday - 06/17/2024
Hourly	Friday - 06/28/2024	Monday - 06/24/2024
Salary	Friday - 07/05/2024	Monday - 07/01/2024
Hourly	Friday - 07/12/2024	Monday - 07/08/2024
Salary	Friday - 07/19/2024	Monday - 07/15/2024
Hourly	Friday - 07/26/2024	Monday - 07/22/2024
Salary	Friday - 08/02/2024	Monday - 07/29/2024
Hourly	Friday - 08/09/2024	Monday - 08/05/2024
Salary	Friday - 08/16/2024	Monday - 08/12/2024
Hourly	Friday - 08/23/2024	Monday - 08/19/2024
Salary	Friday - 08/30/2024	Monday - 08/26/2024
<b>Hourly</b>	<b>Friday - 09/06/2024</b>	<b>Sunday 9/1/2024 ** Early Cut Off</b>
Salary	Friday - 09/13/2024	Monday - 09/09/2024
Hourly	Friday - 09/20/2024	Monday - 09/16/2024
Salary	Friday - 09/27/2024	Monday - 09/23/2024
Hourly	Friday - 10/04/2024	Monday - 09/30/2024

## Payroll Services Time & Labor Cutoff Dates - 2024

<b>Payroll Cycle</b>	<b>Check Date</b>	<b>T &amp; L Cut off Dates Midnight</b>
Salary	Friday - 10/11/2024	Monday - 10/07/2024
Hourly	Friday - 10/18/2024	Monday - 10/14/2024
Salary	Friday - 10/25/2024	Monday - 10/21/2024
Hourly	Friday - 11/01/2024	Monday - 10/28/2024
Salary	Friday - 11/08/2024	Monday - 11/04/2024
Hourly	Friday - 11/15/2024	Sunday 11/10/2024** Early Cut Off
Salary	Friday - 11/22/2024	Monday - 11/18/2024
Hourly	Wednesday - 11/27/2024	11/22/2024 ** Early Cut Off
Salary	Friday - 12/06/2024	Monday - 12/02/2024
Hourly	Friday - 12/13/2024	Monday - 12/09/2024
Salary	Friday - 12/20/2024	12/13/2024 ** Early Cut Off
Hourly	Friday - 12/27/2024	Wednesday 12/18/2024 ** Early Cut Off

- The Time Admin process runs at 3am and 12 noon daily.
- You can approve entered time any time after the Time Admin process is run.
- Approve time daily to ensure that no hours are missed.
- All time must be approved by Midnight for dates listed.
- Dates highlighted in yellow represent a change in the schedule due to a holiday.