



FY24 Biweekly Payroll

Listed below is the payroll schedule for the year 2024. In order to assure timely payroll processing, all time shall be completed no later than Thursday, after pay period end, by 8:30a.m. **Early Payrolls are due by 8:00am as indicated in red.** Paychecks cannot be guaranteed to those who do not meet the deadline. Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the “Work Period Covered” column. Checks are to be distributed as indicated on the “Payday” column.

PAY PERIOD	WORK PERIOD COVERED	TIMECLOCK PLUS DUE DATE	PAY DAY
1	12/21/2023-01/03/2024	01/04/24	01/10/24
2	01/04/2024-01/17/2024	01/18/24	01/24/24
3	01/18/2024-01/31/2024	02/01/24	02/07/24
4	02/01/2024-02/14/2024	02/15/24	02/21/24
5	02/15/2024-02/28/2024	02/29/24	03/06/24
6	02/29/2024-03/13/2024	03/14/24	03/20/24
*7	03/14/2024-03/27/2024	*03/28/24*	04/03/24
8	03/28/2024-04/10/2024	04/11/24	04/17/24
9	04/11/2024-04/24/2024	04/25/24	05/01/24
10	04/25/2024-05/08/2024	05/09/24	05/15/24
*11	05/09/2024-05/22/2024	*05/23/24*	05/29/24
12	05/23/2024-06/05/2024	06/06/24	06/12/24
13	06/06/2024-06/19/2024	06/20/24	06/26/24
*14	06/20/2024-07/03/2024	***07/04/24***	07/10/24
15	07/04/2024-07/17/2024	07/18/24	07/24/24
16	07/18/2024-07/31/2024	08/01/24	08/07/24
17	08/01/2024-08/14/2024	08/15/24	08/21/24
*18	08/15/2024-08/28/2024	*08/29/24*	09/04/24
19	08/29/2024-09/11/2024	09/12/24	09/18/24
20	09/12/2024-09/25/2024	09/26/24	10/02/24
21	09/26/2024-10/09/2024	10/10/24	10/16/24
22	10/10/2024-10/23/2024	10/24/24	10/30/24
*23	10/24/2024-11/06/2024	*11/07/24*	11/13/24
24	11/07/2024-11/20/2024	11/21/24	11/27/24
25	11/21/2024-12/04/2024	12/05/24	12/11/24
26	12/05/2024-12/18/2024	12/19/24	**12/24/24

Denotes an early Time Sheet Due Date **Denotes an early Pay Date**

Denotes Payroll Due During County Closure

Professional Services – Payroll Contact Line: (409)-770-5390