

Contract Employee Payroll Schedule

Deadline to HR for All Contract Transactions	Deadline to Request Manual Checks	Contract Paylines Open	Employee Deadline to Enter Time	Manager Deadline to Approve Time	Payroll Transmittal	Paydate	Pay Period #
Tuesday, December 12, 2023	Friday, January 19, 2024	Friday, January 19, 2024	Friday, January 19, 2024	Monday, January 22, 2024	Friday, January 26, 2024	Wednesday, January 31, 2024	1
Wednesday, January 24, 2024	Friday, February 16, 2024	Tuesday, February 20, 2024	Thursday, February 15, 2024	Tuesday, February 20, 2024	Monday, February 26, 2024	Thursday, February 29, 2024	2
Wednesday, February 21, 2024	Friday, March 15, 2024	Monday, March 18, 2024	Monday, March 18, 2024	Tuesday, March 19, 2024	Monday, March 25, 2024	Thursday, March 28, 2024	3
Monday, March 25, 2024	Friday, April 19, 2024	Thursday, April 18, 2024	Thursday, April 18, 2024	Friday, April 19, 2024	Thursday, April 25, 2024	Tuesday, April 30, 2024	4
Wednesday, April 24, 2024	Friday, May 17, 2024	Monday, May 20, 2024	Monday, May 20, 2024	Tuesday, May 21, 2024	Tuesday, May 28, 2024	Friday, May 31, 2024	5
Wednesday, May 22, 2024	Friday, June 14, 2024	Monday, June 17, 2024	Monday, June 17, 2024	Tuesday, June 18, 2024	Tuesday, June 25, 2024	Friday, June 28, 2024	6
Tuesday, June 25, 2024	Friday, July 19, 2024	Friday, July 19, 2024	Friday, July 19, 2024	Monday, July 22, 2024	Friday, July 26, 2024	Wednesday, July 31, 2024	7
Thursday, July 25, 2024	Friday, August 16, 2024	Tuesday, August 20, 2024	Tuesday, August 20, 2024	Wednesday, August 21, 2024	Tuesday, August 27, 2024	Friday, August 30, 2024	8
Friday, August 23, 2024	Friday, September 20, 2024	Wednesday, September 18, 2024	Wednesday, September 18, 2024	Thursday, September 19, 2024	Wednesday, September 25, 2024	Monday, September 30, 2024	9
Wednesday, September 25, 2024	Friday, October 18, 2024	Monday, October 21, 2024	Monday, October 21, 2024	Tuesday, October 22, 2024	Monday, October 28, 2024	Thursday, October 31, 2024	10
Tuesday, October 22, 2024	Friday, November 15, 2024	Friday, November 15, 2024	Friday, November 15, 2024	Monday, November 18, 2024	Friday, November 22, 2024	Wednesday, November 27, 2024	11
Friday, November 8, 2024	Friday, December 6, 2024	Thursday, December 5, 2024	Thursday, December 5, 2024	Friday, December 6, 2024	Thursday, December 12, 2024	Tuesday, December 17, 2024	12