

2024 Full-time Pay Periods and Approval Deadlines		
Pay Period Start	Pay Period End	Timecard Approval Due by 10am for both Employees and Supervisors
12/25/23	01/09/24	01/10/24
01/10/24	01/24/24	01/25/24
01/25/24	02/09/24	02/12/24
02/10/24	02/24/24	02/26/24
02/25/24	03/09/24	03/11/24
03/10/24	03/24/24	03/25/24
03/25/24	04/09/24	04/10/24
04/10/24	04/24/24	04/25/24
04/25/24	05/09/24	05/10/24
05/10/24	05/24/24	05/27/23
05/25/24	06/09/24	06/10/24
06/10/24	06/24/24	06/25/24
06/25/24	07/09/24	07/10/24
07/10/24	07/24/24	07/25/24
07/25/24	08/09/24	08/12/24
08/10/24	08/24/24	08/26/24
08/25/24	09/09/24	09/10/24
09/10/24	09/24/24	09/25/24
09/25/24	10/09/24	10/10/24
10/10/24	10/24/24	10/25/24
10/25/24	11/09/24	11/11/24
11/10/24	11/24/24	11/25/24
11/25/24	12/09/24	12/10/24
12/10/24	12/24/24	12/26/24

80 Hour Schedule Period for Exempt Employees (2 Week Work Period, Monday-Sunday)	
1/01/24-1/14/24	7/15/24-7/28/24
1/15/24-1/28/24	7/29/24-8/11/24
1/29/24-2/11/24	8/12/24-8/25/24
2/12/24-2/25/24	8/26/24-9/08/24
2/26/24-3/10/24	9/09/24-9/22/24
3/11/24-3/24/24	9/23/24-10/06/24
3/25/24-4/07/24	10/07/24-10/20/24
4/08/24-4/21/24	10/21/24-11/03/24
4/22/24-5/05/24	11/04/24-11/17/24
5/06/24-5/19/24	11/18/24-12/01/24
5/20/24-6/02/24	12/02/24-12/15/24
6/03/24-6/16/24	12/16/24-12/29/24
6/17/24-6/30/24	
7/01/24-7/14/24	

Semi-monthly pay periods end the 9th and 24th of each month.

MyTime timecards for semi-monthly employees (non-wage and non-student) must be completed and fully approved by no later than **10am** the day after the pay period's close. If the approval deadline falls on a weekend, approval is due on Monday.