

January

2024

Bi-weekly- paid on an hourly basis
 Monthly- paid monthly salary
 New Hire- starting new role within the month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY	2 HOLIDAY	3 Biweekly 1 Change Request Deadline Biweekly 2 New Hire Deadline	4	5 Retro Costing Processing	6 Biweekly 1 Period End Date (Time card entry Deadline end of day)
7	8 Biweekly 1 Time Card Approval Deadline @ Noon	9	10	11	12 Biweekly 1 pay date Retro Costing Processing	13
14	15 HOLIDAY	16 Biweekly 2 Change Request Deadline Biweekly 3 New Hire Deadline January Monthly New Hire Deadline	17	18 January Monthly Data Entry Deadline	19 Retro Costing Processing	20 Biweekly 2 Period End Date (Time card entry Deadline end of day)

21	22 Biweekly 2 Time Card Approval Deadline @ Noon	23	24	25	26 Biweekly 2 pay date	27
28	29	30 Biweekly 3 Change Request Deadline Biweekly 4 New Hire Deadline	31 January Monthly pay date			