

April

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 Biweekly 7 Time Card Approval Deadline @ Noon HOLIDAY	2	3	4	5 Biweekly 7 pay date Retro Costing Processing	6
7	8	9 Biweekly 8 Change Request Deadline Biweekly 9 New Hire Deadline	10	11	12 Retro Costing Processing	13 Biweekly 8 Period End Date (Time card entry Deadline end of day)
14	15 Biweekly 8 Time Card Approval Deadline @ Noon <i>*Labor Distribution Module Go Live*</i> April Monthly New Hire Deadline	16	17 April Monthly Data Entry Deadline	18	19 Biweekly 8 pay date	20

21	22	23	24	25	26	27
		Biweekly 9 Change Request Deadline Biweekly 10 New Hire Deadline				Biweekly 9 Period End Date (Time card entry Deadline end of day)
28	29	30				
	Biweekly 9 Time Card Approval Deadline @ Noon	April Monthly Pay Date				