

February

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 | 2 | 3 |
| | | | | | Retro Costing Processing | Biweekly 3 Period End Date (Time card entry Deadline end of day) |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Biweekly 3 Time Card Approval Deadline @ Noon | | | | Biweekly 3 pay date | |
| | | | | | Retro Costing Processing | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | Biweekly 4 Change Request Deadline Biweekly 5 New Hire Deadline | February Monthly New Hire Deadline | February Monthly Data Entry Deadline | Retro Costing Processing | Biweekly 4 Period End Date (Time card entry Deadline end of day) |

| | | | | | | |
|----|-----------------------------------------------|--------------------------------------------------------------------|----|---------------------------|---------------------|----|
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | Biweekly 4 Time Card Approval Deadline @ Noon | | | | Biweekly 4 pay date | |
| 25 | 26 | 27 | 28 | 29 | | |
| | | Biweekly 5 Change Request Deadline Biweekly 6 New Hire Deadline | | February Monthly pay date | | |