

March

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

17	18 Biweekly 6 Time Card Approval Deadline @ Noon	19	20	21	22 Biweekly 6 pay date	23
24	25	26 Biweekly 7 Change Request Deadline Biweekly 8 New Hire Deadline	27	28 March Monthly pay date	29 HOLIDAY	30 Biweekly 7 Period End Date (Time card entry Deadline end of day)
31	Biweekly 7 Time Card Approval Deadline @ Noon HOLIDAY					