

2024 Payroll Schedule

Payroll Date		Pay Period Start Date End Date		Payroll Number	Paper Timesheets Due	Web Time Entry Information				Employee Able to View on WTE Until	Approver Until
						Employee		Approver			
						Timesheets Accessible on	Timesheet Must be Submitted By	Timesheets Must be Approved By			
January 5, 2024	12/16/2023	12/29/2023	1	12/20/2023	12/16/2023	12/21/2023	10:00 AM	12/21/2023	2:00PM	3/5/2024	3/5/2024
January 19, 2024	12/30/2023	1/12/2024	2	1/12/2024	12/30/2023	1/12/2024	10:00 AM	1/12/2024	2:00PM	3/19/2024	3/19/2024
February 2, 2024	1/13/2024	1/26/2024	3	1/26/2024	1/13/2024	1/29/2024	10:00 AM	1/29/2024	2:00PM	4/2/2024	4/2/2024
February 16, 2024	1/27/2024	2/9/2024	4	2/9/2024	1/27/2024	2/12/2024	10:00 AM	2/12/2024	2:00PM	4/16/2024	4/16/2024
March 1, 2024	2/10/2024	2/23/2024	5	2/23/2024	2/10/2024	2/26/2024	10:00 AM	2/26/2024	2:00PM	4/30/2024	4/30/2024
March 15, 2024	2/24/2024	3/8/2024	6	3/8/2024	2/24/2024	3/11/2024	10:00 AM	3/11/2024	2:00PM	5/14/2024	5/14/2024
March 29, 2024	3/9/2024	3/22/2024	7	3/22/2024	3/9/2024	3/25/2024	10:00 AM	3/25/2024	2:00PM	5/28/2024	5/28/2024
April 12, 2024	3/23/2024	4/5/2024	8	4/5/2024	3/23/2024	4/8/2024	10:00 AM	4/8/2024	2:00PM	6/11/2024	6/11/2024
April 26, 2024	4/6/2024	4/19/2024	9	4/19/2024	4/6/2024	4/22/2024	10:00 AM	4/22/2024	2:00PM	6/25/2024	6/25/2024
May 10, 2024	4/20/2024	5/3/2024	10	5/3/2024	4/20/2024	5/6/2024	10:00 AM	5/6/2024	2:00PM	7/9/2024	7/9/2024
May 24, 2024	5/4/2024	5/17/2024	11	5/17/2024	5/4/2024	5/20/2024	10:00 AM	5/20/2024	2:00PM	7/23/2024	7/23/2024
June 7, 2024	5/18/2024	5/31/2024	12	5/31/2024	5/18/2024	6/3/2024	10:00 AM	6/3/2024	2:00PM	8/6/2024	8/6/2024
June 21, 2024	6/1/2024	6/14/2024	13	6/14/2024	6/1/2024	6/17/2024	10:00 AM	6/17/2024	2:00PM	8/20/2024	8/20/2024
July 5, 2024	6/15/2024	6/28/2024	14	6/28/2024	6/15/2024	7/1/2024	10:00 AM	7/1/2024	2:00PM	9/3/2024	9/3/2024
July 19, 2024	6/29/2024	7/12/2024	15	7/12/2024	6/29/2024	7/15/2024	10:00 AM	7/15/2024	2:00PM	9/17/2024	9/17/2024
August 2, 2024	7/13/2024	7/26/2024	16	7/26/2024	7/13/2024	7/29/2024	10:00 AM	7/29/2024	2:00PM	10/1/2024	10/1/2024
August 16, 2024	7/27/2024	8/9/2024	17	8/9/2024	7/27/2024	8/12/2024	10:00 AM	8/12/2024	2:00PM	10/15/2024	10/15/2024
August 30, 2024	8/10/2024	8/23/2024	18	8/23/2024	8/10/2024	8/26/2024	10:00 AM	8/26/2024	2:00PM	10/29/2024	10/29/2024
September 13, 2024	8/24/2024	9/6/2024	19	9/6/2024	8/24/2024	9/9/2024	10:00 AM	9/9/2024	2:00PM	11/12/2024	11/12/2024
September 27, 2024	9/7/2024	9/20/2024	20	9/20/2024	9/7/2024	9/23/2024	10:00 AM	9/23/2024	2:00PM	11/26/2024	11/26/2024
October 11, 2024	9/21/2024	10/4/2024	21	10/4/2024	9/21/2024	10/7/2024	10:00 AM	10/7/2024	2:00PM	12/10/2024	12/10/2024
October 25, 2024	10/5/2024	10/18/2024	22	10/18/2024	10/5/2024	10/21/2024	10:00 AM	10/21/2024	2:00PM	12/24/2024	12/24/2024
November 8, 2024	10/19/2024	11/1/2024	23	11/1/2024	10/19/2024	11/4/2024	10:00 AM	11/4/2024	2:00PM	1/7/2025	1/7/2025
November 22, 2024	11/2/2024	11/15/2024	24	11/15/2024	11/2/2024	11/18/2024	10:00 AM	11/18/2024	2:00PM	1/21/2025	1/21/2025
December 6, 2024	11/16/2024	11/29/2024	25	11/29/2024	11/16/2024	12/2/2024	10:00 AM	12/2/2024	2:00PM	2/4/2025	2/4/2025
December 20, 2024	11/30/2024	12/13/2024	26	12/13/2024	11/30/2024	12/16/2024	10:00 AM	12/16/2024	2:00PM	2/18/2025	2/18/2025

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						Employee		Approver			
						Timesheets Accessible on	Timesheet Must be Submitted By	Timesheets Must be Approved By			
January 3, 2025	12/14/2024	12/27/2024	1	12/18/2024	12/14/2024	12/19/2024	10:00 AM	12/21/2023	2:00PM	3/4/2025	3/4/2025
January 17, 2025	12/28/2024	1/10/2025	2	1/10/2025	12/28/2024	1/13/2025	10:00 AM	1/12/2024	2:00PM	3/18/2025	3/18/2025
January 31, 2025	1/11/2025	1/24/2025	3	1/24/2025	1/11/2025	1/27/2025	10:00 AM	1/29/2024	2:00PM	4/1/2025	4/1/2025
February 14, 2025	1/25/2025	2/7/2025	4	2/7/2025	1/25/2025	2/10/2025	10:00 AM	2/12/2024	2:00PM	4/15/2025	4/15/2025
February 28, 2025	2/8/2025	2/21/2025	5	2/21/2025	2/8/2025	2/24/2025	10:00 AM	2/26/2024	2:00PM	4/29/2025	4/29/2025
March 14, 2025	2/22/2025	3/7/2025	6	3/7/2025	2/22/2025	3/10/2025	10:00 AM	3/11/2024	2:00PM	5/13/2025	5/13/2025
March 28, 2025	3/8/2025	3/21/2025	7	3/21/2025	3/8/2025	3/24/2025	10:00 AM	3/25/2024	2:00PM	5/27/2025	5/27/2025
April 11, 2025	3/22/2025	4/4/2025	8	4/4/2025	3/22/2025	4/7/2025	10:00 AM	4/8/2024	2:00PM	6/10/2025	6/10/2025
April 25, 2025	4/5/2025	4/18/2025	9	4/18/2025	4/5/2025	4/21/2025	10:00 AM	4/22/2024	2:00PM	6/24/2025	6/24/2025
May 9, 2025	4/19/2025	5/2/2025	10	5/2/2025	4/19/2025	5/5/2025	10:00 AM	5/6/2024	2:00PM	7/8/2025	7/8/2025
May 23, 2025	5/3/2025	5/16/2025	11	5/16/2025	5/3/2025	5/19/2025	10:00 AM	5/20/2024	2:00PM	7/22/2025	7/22/2025
June 6, 2025	5/17/2025	5/30/2025	12	5/30/2025	5/17/2025	6/2/2025	10:00 AM	6/3/2024	2:00PM	8/5/2025	8/5/2025
June 20, 2025	5/31/2025	6/13/2025	13	6/13/2025	5/31/2025	6/16/2025	10:00 AM	6/17/2024	2:00PM	8/19/2025	8/19/2025
July 4, 2025	6/14/2025	6/27/2025	14	6/27/2025	6/14/2025	6/30/2025	10:00 AM	7/1/2024	2:00PM	9/2/2025	9/2/2025
July 18, 2025	6/28/2025	7/11/2025	15	7/11/2025	6/28/2025	7/14/2025	10:00 AM	7/15/2024	2:00PM	9/16/2025	9/16/2025
August 1, 2025	7/12/2025	7/25/2025	16	7/25/2025	7/12/2025	7/28/2025	10:00 AM	7/29/2024	2:00PM	9/30/2025	9/30/2025
August 15, 2025	7/26/2025	8/8/2025	17	8/8/2025	7/26/2025	8/11/2025	10:00 AM	8/12/2024	2:00PM	10/14/2025	10/14/2025
August 29, 2025	8/9/2025	8/22/2025	18	8/22/2025	8/9/2025	8/25/2025	10:00 AM	8/26/2024	2:00PM	10/28/2025	10/28/2025
September 12, 2025	8/23/2025	9/5/2025	19	9/5/2025	8/23/2025	9/8/2025	10:00 AM	9/9/2024	2:00PM	11/11/2025	11/11/2025
September 26, 2025	9/6/2025	9/19/2025	20	9/19/2025	9/6/2025	9/22/2025	10:00 AM	9/23/2024	2:00PM	11/25/2025	11/25/2025
October 10, 2025	9/20/2025	10/3/2025	21	10/3/2025	9/20/2025	10/6/2025	10:00 AM	10/7/2024	2:00PM	12/9/2025	12/9/2025
October 24, 2025	10/4/2025	10/17/2025	22	10/17/2025	10/4/2025	10/20/2025	10:00 AM	10/21/2024	2:00PM	12/23/2025	12/23/2025
November 7, 2025	10/18/2025	10/31/2025	23	10/31/2025	10/18/2025	11/3/2025	10:00 AM	11/4/2024	2:00PM	1/6/2026	1/6/2026
November 21, 2025	11/1/2025	11/14/2025	24	11/14/2025	11/1/2025	11/17/2025	10:00 AM	11/18/2024	2:00PM	1/20/2026	1/20/2026
December 5, 2025	11/15/2025	11/28/2025	25	11/28/2025	11/15/2025	12/1/2025	10:00 AM	12/2/2024	2:00PM	2/3/2026	2/3/2026
December 19, 2025	11/29/2025	12/12/2025	26	12/12/2025	11/29/2025	12/15/2025	10:00 AM	12/16/2024	2:00PM	2/17/2026	2/17/2026