

**FY2024 Semi-monthly Timecards:**

Timecards for wage employees (hourly rate) are due on the last day of the pay period.

**Supervisors:**

Please ensure that your employees' timecards are **submitted and approved** by the **Due Dates indicated below**; timecards not approved will delay your employees' pay until the next payroll cycle.

**Semi-monthly Timecard Deadlines and Payroll Schedule**

\* If this due date falls on a weekend, submit your timecard on the Friday before.

<b>Pay Period Start Date</b>	<b>Pay Period End Date &amp; Timecard Due Date *</b>	<b>Supervisor Approval Due by 3 pm</b>	<b>Payday</b>
9/1/2023	9/15/2023	9/18/2023	9/22/2023
9/16/2023	9/30/2023	10/2/2023	10/6/2023
10/1/2023	10/15/2023	10/16/2023	10/20/2023
10/16/2023	10/31/2023	11/1/2023	11/7/2023
11/1/2023	11/15/2023	11/16/2023	11/22/2023
11/16/2023	11/30/2023	12/1/2023	12/7/2023
12/1/2023	12/15/2023	12/18/2023	12/21/2023
12/16/2023	12/31/2023	1/2/2024	1/8/2024
1/1/2024	1/15/2024	1/16/2024	1/22/2024
1/16/2024	1/31/2024	2/1/2024	2/7/2024
2/1/2024	2/15/2024	2/16/2024	2/22/2024
2/16/2024	2/29/2024	3/1/2024	3/7/2024
3/1/2024	3/15/2024	3/18/2024	3/22/2024
3/16/2024	3/31/2024	4/1/2024	4/5/2024
4/1/2024	4/15/2024	4/16/2024	4/22/2024
4/16/2024	4/30/2024	5/1/2024	5/7/2024
5/1/2024	5/15/2024	5/16/2024	5/22/2024
5/16/2024	5/31/2024	6/3/2024	6/7/2024
6/1/2024	6/15/2024	6/17/2024	6/21/2024
6/16/2024	6/30/2024	7/1/2024	7/8/2024
7/1/2024	7/15/2024	7/16/2024	7/22/2024
7/16/2024	7/31/2024	8/1/2024	8/7/2024
8/1/2024	8/15/2024	8/16/2024	8/22/2024
8/16/2024	8/31/2024	9/3/2024	9/9/2024