

**PAYROLL CALENDAR  
MONTHLY PAID EMPLOYEES  
2024**

MONTHLY		
YEAR	PR #	CHECK DATE
2024	1	<b>JAN 2 2024 TUESDAY</b>
2024	2	FEB 1 2024 THURSDAY
2024	3	MAR 1 2024 FRIDAY
2024	4	APR 1 2024 MONDAY
2024	5	MAY 1 2024 WEDNESDAY
2024	6	<b>MAY 31 2024 FRIDAY</b>
2024	7	JULY 1 2024 MONDAY
2024	8	AUG 1 2024 THURSDAY
2024	9	<b>SEPT 3 2024 TUESDAY</b>
2024	10	OCT 1 2024 TUESDAY
2024	11	NOV 1 2024 FRIDAY
2024	12	<b>DEC 2 2024 MONDAY</b>

**Monthly Leave Reports must be approved by 11:59 pm on the  
5th of each month.**

**All changes to the monthly payroll must be delivered to HR prior  
to the 20th of the month.**

**Bold dates are payrolls that vary from the 1st of the month.**