

2024 Time Entry and Approval Deadlines

Time Worked	Employee Time Entry Deadline	Reports to Time Approval Deadline	Payday
December 16-31, 2023	January 2, 2024 at 8:00 a.m.	January 2, 2024 at 4:00 p.m.	January 10, 2024
January 1-15, 2024	January 18, 2024 at 8:00 a.m.	January 18, 2024 at 4:00 p.m.	January 25, 2024
January 16-31, 2024	February 1, 2024 at 8:00 a.m.	February 1, 2024 at 4:00 p.m.	February 9, 2024
February 1-15, 2024	February 15, 2024 at 8:00 a.m.	February 15, 2024 at 4:00 p.m.	February 23, 2024
February 16-29, 2024	March 1, 2024 at 8:00 a.m.	March 1, 2024 at 4:00 p.m.	March 8, 2024
March 1-15, 2024	March 18, 2024 at 8:00 a.m.	March 18, 2024 at 4:00 p.m.	March 25, 2024
March 16-31, 2024	March 26, 2024 at 8:00 a.m.	March 26, 2024 at 4:00 p.m.	April 10, 2024
April 1-15, 2024	April 18, 2024 at 8:00 a.m.	April 18, 2024 at 4:00 p.m.	April 25, 2024
April 16-30, 2024	May 1, 2024 at 8:00 a.m.	May 1, 2024 at 4:00 p.m.	May 10, 2024
May 1-15, 2024	May 16, 2024 at 8:00 a.m.	May 16, 2024 at 4:00 p.m.	May 24, 2024
May 16-31, 2024	June 3, 2024 at 8:00 a.m.	June 3, 2024 at 4:00 p.m.	June 10, 2024
June 1-15, 2024	June 18, 2024 at 8:00 a.m.	June 18, 2024 at 4:00 p.m.	June 25, 2024
June 16-30, 2024	July 2, 2024 at 8:00 a.m.	July 2, 2024 at 4:00 p.m.	July 10, 2024
July 1-15, 2024	July 18, 2024 at 8:00 a.m.	July 18, 2024 at 4:00 p.m.	July 25, 2024
July 16-31, 2024	August 1, 2024 at 8:00 a.m.	August 1, 2024 at 4:00 p.m.	August 9, 2024
August 1-15, 2024	August 16, 2024 at 8:00 a.m.	August 16, 2024 at 4:00 p.m.	August 23, 2024
August 16-31, 2024	September 3, 2024 at 8:00 a.m.	September 3, 2024 at 4:00 p.m.	September 10, 2024
September 1-15, 2024	September 18, 2024 at 8:00 a.m.	September 18, 2024 at 4:00 p.m.	September 25, 2024
September 16-30, 2024	October 1, 2024 at 8:00 a.m.	October 1, 2024 at 4:00 p.m.	October 10, 2024
October 1-15, 2024	October 18, 2024 at 8:00 a.m.	October 18, 2024 at 4:00 p.m.	October 25, 2024
October 16-31, 2024	November 1, 2024 at 8:00 a.m.	November 1, 2024 at 4:00 p.m.	November 8, 2024
November 1-15, 2024	November 18, 2024 at 8:00 a.m.	November 18, 2024 at 4:00 p.m.	November 25, 2024
November 16-30, 2024	December 2, 2024 at 8:00 a.m.	December 2, 2024 at 4:00 p.m.	December 10, 2024
December 1-15, 2024	December 17, 2024 at 8:00 a.m.	December 17, 2024 at 4:00 p.m.	December 24, 2024