

# 2024 PAYROLL SCHEDULE

<u>PAY PERIOD</u>	<u>BEGINNING/ENDING DATES</u>				<u>PAY DAY</u>		<u>SETTLEMENT DATE</u>		<u>IRS QTR</u>	
1	DEC	16	DEC	29	JAN	05		JAN	08	1ST QTR 2024
2	DEC	30	JAN	12	JAN	19		JAN	22	1ST QTR 2024
3	JAN	13	JAN	26	FEB	02		FEB	05	1ST QTR 2024
4	JAN	27	FEB	09	FEB	16		FEB	19	1ST QTR 2024
5	FEB	10	FEB	23	MAR	01		MAR	04	1ST QTR 2024
6	FEB	24	MAR	08	MAR	15		MAR	18	1ST QTR 2024
7	MAR	09	MAR	22	MAR	28	No Deductions	APR	01	1ST QTR 2024
8	MAR	23	APR	05	APR	12		APR	15	2ND QTR 2024
9	APR	06	APR	19	APR	26		APR	29	2ND QTR 2024
10	APR	20	MAY	03	MAY	10		MAY	13	2ND QTR 2024
11	MAY	04	MAY	17	MAY	24		MAY	28	2ND QTR 2024
12	MAY	18	MAY	31	JUN	07		JUN	10	2ND QTR 2024
13	JUN	01	JUN	14	JUN	21		JUN	24	2ND QTR 2024
14	JUN	15	JUN	28	JUL	05		JUL	08	3RD QTR 2024
15	JUN	29	JUL	12	JUL	19		JUL	22	3RD QTR 2024
16	JUL	13	JUL	26	AUG	02		AUG	05	3RD QTR 2024
17	JUL	27	AUG	09	AUG	16		AUG	19	3RD QTR 2024
18	AUG	10	AUG	23	AUG	30	No Deductions	SEP	03	3RD QTR 2024
19	AUG	24	SEP	06	SEP	13		SEP	16	3RD QTR 2024
20	SEP	07	SEP	20	SEP	27		SEP	30	3RD QTR 2024
21	SEP	21	OCT	04	OCT	11		OCT	15	4TH QTR 2024
22	OCT	05	OCT	18	OCT	25		OCT	28	4TH QTR 2024
23	OCT	19	NOV	01	NOV	08		NOV	12	4TH QTR 2024
24	NOV	02	NOV	15	NOV	22		NOV	25	4TH QTR 2024
25	NOV	16	NOV	29	DEC	06		DEC	09	4TH QTR 2024
26	NOV	30	DEC	13	DEC	20		DEC	23	4TH QTR 2024

**2024 HOLIDAY SCHEDULE  
(13 HOLIDAYS)**

**BANKS NOT CLOSED**

NEW YEAR'S DAY (2024)	JAN	01	MONDAY
MARTIN LUTHER KING BIRTHDAY	JAN	15	MONDAY
GOOD FRIDAY	MAR	29	FRIDAY
MARTIN LUTHER KING MEMORIAL	APR	4	THURSDAY
MEMORIAL DAY	MAY	27	MONDAY
JUNETEENTH	JUN	19	WEDNESDAY
INDEPENDENCE DAY	JUL	04	THURSDAY
LABOR DAY	SEP	02	MONDAY
<b>COLUMBUS DAY</b>	<b>OCT</b>	<b>14</b>	<b>MONDAY BANK ONLY</b>
VETERANS' DAY	NOV	11	MONDAY
THANKSGIVING DAY	NOV	28	THURSDAY
THANKSGIVING HOLIDAY	NOV	29	FRIDAY
CHRISTMAS EVE	DEC	24	TUESDAY
CHRISTMAS DAY	DEC	25	WEDNESDAY
NEW YEAR'S DAY (2025)	JAN	1	WEDNESDAY

2024 HR/PY /PY CUTOFF SCHEDULE

PAY PER	BEGIN/END DATE	FORMS CUT-OFF	PAYROLL CUT-OFF	TIME ENTRY COMPLETE BY NOON	POST PAYROLL PROCESSES	PAY DAY
PP01	12/16 - 12/29	12/20*	12/27	12/29* 11:00 a.m.	01/02	01/05
PP02	12/30 - 01/12	01/03	01/10	01/12* 11:00 a.m.	01/16	01/19
PP03	01/13 - 01/26	01/17	01/24	01/29	01/30	02/02
PP04	01/27 - 02/09	01/31	02/07	02/12	02/13	02/16
PP05	02/10 - 02/23	02/14	02/21	02/26	02/27	03/01
PP06	02/24 - 03/08	02/28	03/06	03/11	03/12	03/15
PP07	03/09 - 03/22	03/13	03/20	03/22* 11:00 a.m.	03/25	03/28
PP08	03/23 - 04/05	03/27	04/03	04/08	04/09	04/12
PP09	04/06 - 04/19	04/10	04/17	04/22	04/23	04/26
PP10	04/20 - 05/03	04/24	05/01	05/06	05/07	05/10
PP11	05/04 - 05/17	05/08	05/15	05/20	05/21	05/24
PP12	05/18 - 05/31	05/22	05/29	06/03	06/04	06/07
PP13	06/01 - 06/14	06/05	06/12	06/14* 11:00 a.m.	06/17	06/21
PP14	06/15 - 06/28	06/18	06/26	07/01	07/02	07/05
PP15	06/29 - 07/12	07/03	07/10	07/15	07/16	07/19
PP16	07/13 - 07/26	07/17	07/24	07/29	07/30	08/02
PP17	07/27 - 08/09	07/31	08/07	08/12	08/13	08/16
PP18	08/10 - 08/23	08/14	08/21	08/26	08/27	08/30
PP19	08/24 - 09/06	08/28	09/04	09/09	09/10	09/13
PP20	09/07 - 09/20	09/11	09/18	09/23	09/24	09/27
PP21	09/21 - 10/04	09/25	10/02	10/07	10/08	10/11
PP22	10/05 - 10/18	10/09	10/16	10/21	10/22	10/25
PP23	10/19 - 11/01	10/23	10/30	11/04	11/05	11/08
PP24	11/02 - 11/15	11/06	11/13	11/18	11/19	11/22
PP25	11/16 - 11/29	11/20	11/27	12/02	12/03	12/06
PP26	11/30 - 12/13	12/04	12/11	12/16	12/17	12/20
2025						
PP01	12/14 - 12/27	12/18	12/23	12/27* 11:00 a.m.	12/30	01/03

2024 HOLIDAY SCHEDULE (14 DAYS)

BANKS NOT CLOSED

NEW YEAR'S DAY	Monday	01/01/2024
MARTIN L. KING BIRTHDAY	Monday	01/15/2024
GOOD FRIDAY	Friday	03/29/2024
MARTIN L. KING MEMORIAL	Thursday	04/04/2024
MEMORIAL DAY	Monday	05/27/2024
JUNETEENTH	Wednesday	06/19/2024
INDEPENDENCE DAY	Thursday	07/04/2024
LABOR DAY	Monday	09/02/2024
<b>COLUMBUS DAY</b>	<b>Monday</b>	<b>10/14/2024 BANK ONLY</b>
VETERANS' DAY	Monday	11/11/2024
THANKSGIVING DAY	Thursday	11/28/2024
THANKSGIVING HOLIDAY	Friday	11/29/2024
CHRISTMAS EVE	Tuesday	12/24/2024
CHRISTMAS DAY	Wednesday	12/25/2024
2025 NEW YEAR'S DAY	Wednesday	01/01/2025

No Deductions on 03/28/24 and 08/30/24

\* Holiday schedules --- subject to change