

**Time sheets to include
hours in the following
work weeks:**

Time Sheets Due:	Pay date:	Time sheets to include hours in the following work weeks:
1/05/24	1/12/24	12/24/23-12/30/23 12/31/23--1/06/24
1/23/24	1/30/24	1/07/24 – 1/13/24 1/14/24 – 1/20/24
2/08/24	2/15/24	1/21/24 – 1/27/24 1/28/24 – 2/03/24 2/04/24-2/10/24
2/22/24	2/29/24	2/11/24 - 2/17/24 2/18/24 – 2/24/24
3/08/24	3/15/24	2/25/24 – 3/02/24 3/03/24 – 3/09/24
3/22/24	3/29/24	3/10/24 – 3/16/24 3/17/24 – 3/23/24
4/08/24	4/15/24	3/24/24 – 3/30/24 3/31/24 – 4/06/24
4/23/24	4/30/24	4/07/24 – 4/13/24 4/14/24 – 4/20/24
5/08/24	5/15/24	4/21/24 – 4/27/24 4/28/24 – 5/04/24
5/23/24	5/30/24	5/05/24 – 5/11/24 5/12/24 – 5/18/24
6/07/24	6/14/24	5/19/24 – 5/25/24 5/26/24 – 6/01/24 6/02/24 – 6/08/24
6/21/24	6/28/24	6/09/24 – 6/15/24 6/16/24 – 6/22/24
7/08/24	7/15/24	6/23/24 – 6/29/24 6/30/24 – 7/06/24
7/23/24	7/30/24	7/07/24 – 7/13/24 7/14/24 – 7/20/24
8/08/24	8/15/24	7/21/24 – 7/27/24 7/28/24 – 8/03/24
8/23/24	8/30/24	8/04/24 – 8/10/24 8/11/24 – 8/17/24 8/18/24 – 8/24/24
9/06/24	9/13/24	8/25/24 – 8/31/24 9/01/24 – 9/07/24
9/23/24	9/30/24	9/08/24 – 9/14/24 9/15/24 – 9/21/24
10/08/24	10/15/24	9/22/24 – 9/28/24 9/29/24 – 10/05/24
10/23/24	10/30/24	10/06/24 – 10/12/24 10/13/24 – 10/19/24
11/08/24	11/15/24	10/20/24 – 10/26/24 10/27/24 – 11/02/24
11/20/24	11/27/24	11/03/24 – 11/09/24 11/10/24 – 11/16/24
12/06/24	12/13/24	11/17/24 – 11/23/24 11/24/24 – 11/30/24 12/01-24 - 12/07/24
12/17/24*	12/30/24	12/08/24 – 12/14/24 12/15/24 – 12/21/24

Please note, if time sheets are due prior to the end of a work week, time for those days can be estimated based on your normal work schedule. Adjustments can be recorded on the next time sheet if there is a variance to your normal schedule.

*This due date is subject to change depending on holiday/winter break days off (TBD). Please check back once FY25 holidays are posted.