

2024 2024 HR Paperwork DUE DATES

*\*Timesheets due by 9:00am on Fridays and 12:00pm on Mondays*

	Pay ID #	Start Date	-	End Date	CHECK DATE	Payroll Docs due to HR by 3pm	DOCS DUE to Payroll BEFORE
Jan	BW 1	12/25/2023	-	1/7/2024	1/12/2024	1/4/2024	1/5/2024
	BW 2	1/8/2024	-	1/21/2024	1/26/2024	1/18/2024	1/19/2024
	MN 1	1/1/2024	-	1/31/2024	1/31/2024	1/22/2024	1/24/2024
Feb	BW 3	1/22/2024	-	2/4/2024	2/9/2024	2/1/2024	2/2/2024
	BW 4	2/5/2024	-	2/18/2024	2/23/2024	2/15/2024	2/16/2024
	MN 2	2/1/2024	-	2/29/2024	2/29/2024	2/21/2024	2/22/2024
Mar	BW 5	2/19/2024	-	3/3/2024	3/8/2024	2/29/2024	3/1/2024
	BW 6	3/4/2024	-	3/17/2024	3/22/2024	3/14/2024	3/15/2024
	MN 3	3/1/2024	-	3/31/2024	3/28/2024	3/20/2024	3/21/2024
Apr	BW 7	3/18/2024	-	3/31/2024	4/5/2024	3/27/2024	3/28/2024
	BW 8	4/1/2024	-	4/14/2024	4/19/2024	4/11/2024	4/12/2024
	MN 4	4/1/2024	-	4/30/2024	4/30/2024	4/22/2024	4/23/2024
May	BW 9	4/15/2024	-	4/28/2024	5/3/2024	4/25/2024	4/26/2024
	BW 10	4/29/2024	-	5/12/2024	5/17/2024	5/9/2024	5/10/2024
	MN 5	5/1/2024	-	5/31/2024	5/17/2024	5/9/2024	5/10/2024
Jun	BW 11	5/13/2024	-	5/26/2024	5/31/2024	5/23/2024	5/24/2024
	BW 12	5/27/2024	-	6/9/2024	6/14/2024	6/6/2024	6/7/2024
	S1 1	5/13/2024	-	6/9/2024	6/14/2024	6/6/2024	6/7/2024
Jul	BW 13	6/10/2024	-	6/23/2024	6/28/2024	6/20/2024	6/21/2024
	MN 6	6/1/2024	-	6/30/2024	6/28/2024	6/20/2024	6/21/2024
	BW 14	6/24/2024	-	7/7/2024	7/12/2024	7/3/2024	7/5/2024
Aug	S1 2	6/10/2024	-	7/7/2024	7/12/2024	7/3/2024	7/5/2024
	BW 15	7/8/2024	-	7/21/2024	7/26/2024	7/18/2024	7/19/2024
	MN 7	7/1/2024	-	7/31/2024	7/31/2024	7/23/2024	7/24/2024
Sep	BW 16	7/22/2024	-	8/4/2024	8/9/2024	8/1/2024	8/2/2024
	S1 3	7/8/2024	-	8/7/2024	8/9/2024	8/1/2024	8/2/2024
	BW 17	8/5/2024	-	8/18/2024	8/23/2024	8/15/2024	8/16/2024
Oct	MN 8	8/1/2024	-	8/31/2024	8/30/2024	8/22/2024	8/23/2024
	BW 18	8/19/2024	-	9/1/2024	9/6/2024	8/28/2024	8/29/2024
	BW 19	9/2/2024	-	9/15/2024	9/20/2024	9/12/2024	9/13/2024
Nov	MN 9	9/1/2024	-	9/30/2024	9/30/2024	9/19/2024	9/23/2024
	BW 20	9/16/2024	-	9/29/2024	10/4/2024	9/26/2024	9/27/2024
	BW 21	9/30/2024	-	10/13/2024	10/18/2024	10/10/2024	10/11/2024
Dec	MN 10	10/1/2024	-	10/31/2024	10/31/2024	10/23/2024	10/24/2024
	BW 22	10/14/2024	-	10/27/2024	11/1/2024	10/24/2024	10/25/2024
	BW 23	10/28/2024	-	11/10/2024	11/15/2024	11/7/2024	11/8/2024
Jan	BW 24	11/11/2024	-	11/24/2024	11/29/2024	11/20/2024	11/21/2024
	MN 11	11/1/2024	-	11/30/2024	11/29/2024	11/20/2024	11/21/2024
	BW 25	11/25/2024	-	12/8/2024	12/13/2024	12/5/2024	12/6/2024
Feb	MN 12	12/1/2024	-	12/31/2024	12/20/2024	12/12/2024	12/13/2024
	BW 26	12/9/2024	-	12/22/2024	12/27/2024	12/18/2024	12/19/2024