

**BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2024**

Month	PAYPERIOD		CHANGES DUE BY	TIMECARDS DUE BY	PAYDAY	BW
	Begin	End	WEDNESDAY	MONDAY 9:00am	FRIDAY	
JAN	12/18/2023	12/31/2023	12/27/2023	1/1/2024	1/5/2024	1
	1/1/2024	1/14/2024	1/10/2024	1/15/2024	1/19/2024	2
FEB	1/15/2024	1/28/2024	1/24/2024	1/29/2024	2/2/2024	3
	1/29/2024	2/11/2024	2/7/2024	2/12/2024	2/16/2024	4
MAR	2/12/2024	2/25/2024	2/21/2024	2/26/2024	3/1/2024	5
	2/26/2024	3/10/2024	3/6/2024	3/11/2024	3/15/2024	6
APR	3/11/2024	3/24/2024	3/20/2024	3/25/2024	3/29/2024	7
	3/25/2024	4/7/2024	4/3/2024	4/8/2024	4/12/2024	8
MAY	4/8/2024	4/21/2024	4/17/2024	4/22/2024	4/26/2024	9
	4/22/2024	5/5/2024	5/1/2024	5/6/2024	5/10/2024	10
JUN	5/6/2024	5/19/2024	5/15/2024	5/20/2024	5/24/2024	11
	5/20/2024	6/2/2024	5/29/2024	6/3/2024	6/7/2024	12
	6/3/2024	6/16/2024	6/12/2024	6/17/2024	6/21/2024	13
JUL	6/17/2024	6/30/2024	6/26/2024	7/1/2024	7/5/2024	14
	7/1/2024	7/14/2024	7/10/2024	7/15/2024	7/19/2024	15
AUG	7/15/2024	7/28/2024	7/24/2024	7/29/2024	8/2/2024	16
	7/29/2024	8/11/2024	8/7/2024	8/12/2024	8/16/2024	17
SEPT	8/12/2024	8/25/2024	8/21/2024	8/26/2024	8/30/2024	18
	8/26/2024	9/8/2024	9/4/2024	9/9/2024	9/13/2024	19
OCT	9/9/2024	9/22/2024	9/18/2024	9/23/2024	9/27/2024	20
	9/23/2024	10/6/2024	10/2/2024	10/7/2024	10/11/2024	21
NOV	10/7/2024	10/20/2024	10/16/2024	10/21/2024	10/25/2024	22
	10/21/2024	11/3/2024	10/30/2024	11/4/2024	11/8/2024	23
DEC	11/4/2024	11/17/2024	11/13/2024	11/18/2024	11/22/2024	24
	11/18/2024	12/1/2024	11/27/2024	12/2/2024	12/6/2024	25
	12/2/2024	12/15/2024	12/11/2024	12/16/2024	12/20/2024	26

**PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:**

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

**TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!  
ALL TIMECARDS MUST BE FILLED OUT IN INK AND HAVE A SUPERVISOR'S SIGNATURE!!!!**