

Monthly Exempt Employee Timesheets

Please note: These dates are subject to change.

Monthly Pay Period	Employee Submit By 5 PM	Supervisor Approve By 12 PM	Employee Pay Date
2024			
January-24	02/07/24	02/09/24	03/01/24
February-24	03/07/24	03/11/24	04/01/24
March-24	04/05/24	04/09/24	05/01/24
April-24	05/07/24	05/09/24	05/31/24
May-24	06/07/24	06/11/24	07/01/24
June-24	07/08/24	07/10/24	08/01/24
July-24	08/07/24	08/09/24	08/30/24
August-24	09/09/24	09/11/24	10/01/24
September-24	10/07/24	10/09/24	11/01/24
October-24	11/07/24	11/12/24	11/27/24
November-24	12/06/24	12/10/24	01/02/25
December-24	01/08/25	01/10/25	01/31/25