

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

## 2024 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<i>Payroll #</i>	<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAYDATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
24	88	12-01 thru 12-15	12-29-23	12-18-23	12-20-23
1	80	12-16 thru 12-31	01-12-24	01-03-24	01-05-24
2	88	01-01 thru 01-15	01-31-24	01-18-24	01-22-24
3	96	01-16 thru 01-31	02-15-24	02-05-24	02-07-24
4	88	02-01 thru 02-15	02-29-24	02-19-24	02-21-24
5	80	02-16 thru 02-28	03-15-24	03-04-24	03-06-24
6	88	03-01 thru 03-15	03-29-24	03-19-24	03-21-24
7	80	03-16 thru 03-31	04-15-24	04-03-24	04-05-24
8	88	04-01 thru 04-15	04-30-24	04-18-24	04-22-24
9	88	04-16 thru 04-30	05-15-24	05-03-24	05-07-24
10	88	05-01 thru 05-15	05-31-24	05-17-24	05-21-24
11	96	05-16 thru 05-31	06-14-24	06-04-24	06-06-24
12	80	06-01 thru 06-15	06-28-24	06-18-24	06-20-24
13	80	06-16 thru 06-30	07-15-24	07-03-24	07-08-24
14	88	07-01 thru 07-15	07-31-24	07-18-24	07-22-24
15	96	07-16 thru 07-31	08-15-24	08-05-24	08-07-24
16	88	08-01 thru 08-15	08-30-24	08-19-24	08-21-24
17	88	08-16 thru 08-31	09-13-24	09-04-24	09-06-24
18	80	09-01 thru 09-15	09-30-24	09-18-24	09-20-24
19	88	09-16 thru 09-30	10-15-24	10-03-24	10-07-24
20	88	10-01 thru 10-15	10-31-24	10-18-24	10-21-24
21	96	10-16 thru 10-31	11-15-24	11-04-24	11-07-24
22	88	11-01 thru 11-15	11-29-24	11-19-24	11-21-24
23	80	11-16 thru 11-30	12-13-24	12-03-24	12-05-24
24	80	12-01 thru 12-15	12-30-24	12-16-24	12-18-24