

**TIME SHEETS ARE DUE BEFORE 3PM ON FRIDAY OR BEFORE 3PM ON THE THURSDAY  
WHEN A HOLIDAY FALLS ON THE MONDAY**

**HOURLY EMPLOYEES**

<b><u>DUE DATE FOR WEEKLY SUBMISSION OF HOURLY TIMESHEET</u></b>	<b><u>PAY DATES</u></b>
FEBRUARY 16, 2024	MARCH 13, 2024
FEBRUARY 23, 2024	MARCH 13, 2024
MARCH 1, 2024	MARCH 27, 2024
MARCH 8, 2024	MARCH 27, 2024
MARCH 15, 2024	APRIL 10, 2024
MARCH 22, 2024	APRIL 10, 2024
MARCH 29, 2024	APRIL 24, 2024
APRIL 5, 2024	APRIL 24, 2024
APRIL 12, 2024	MAY 8, 2024
APRIL 19, 2024	MAY 8, 2024
APRIL 26, 2024	MAY 22, 2024
MAY 3, 2024	MAY 22, 2024
MAY 10, 2024	JUNE 5, 2024
MAY 17, 2024	JUNE 5, 2024
MAY 24, 2024	JUNE 19, 2024
MAY 31, 2024	JUNE 19, 2024
JUNE 7, 2024	JULY 3, 2024
JUNE 14, 2024	JULY 3, 2024
JUNE 19, 2024	JULY 17, 2024

**\* Please note that the due dates indicate every Friday to submit time sheets and pay dates indicate when you will receive a paycheck.**