



BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2024 (Sept 2023 - Aug 2024)

PAY PERIOD NO.	FROM	THRU	Time Sheets Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
Working hours in FY24							2088
E 1	Aug 20	Sep 02	Sep 01	Sep 08	L	10	2080
* 2	Sep 03	Sep 16	Sep 18	Sep 22		10	2000
3	Sep 17	Sep 30	Oct 02	Oct 06		10	1920
4	Oct 01	Oct 14	Oct 16	Oct 20	L	10	1840
5	Oct 15	Oct 28	Oct 30	Nov 03		10	1760
6	Oct 29	Nov 11	Nov 13	Nov 17	L	10	1680
* 7	Nov 12	Nov 25	Nov 27	Dec 01		10	1600
8	Nov 26	Dec 09	Dec 11	Dec 15	L	10	1520
*E 9	Dec 10	Dec 23	Dec 15	Dec 29	(No Ins)	10	1440
* 10	Dec 24	Jan 06	Jan 08	Jan 12	L	10	1360
* 11	Jan 07	Jan 20	Jan 22	Jan 26		10	1280
12	Jan 21	Feb 03	Feb 05	Feb 09	L	10	1200
13	Feb 04	Feb 17	Feb 19	Feb 23		10	1120
14	Feb 18	Mar 02	Mar 04	Mar 08	L	10	1040
15	Mar 03	Mar 16	Mar 18	Mar 22		10	960
16	Mar 17	Mar 30	Apr 01	Apr 05		10	880
17	Mar 31	Apr 13	Apr 15	Apr 19	L	10	800
18	Apr 14	Apr 27	Apr 29	May 03		10	720
19	Apr 28	May 11	May 13	May 17	L	10	640
E 20	May 12	May 25	May 24	May 31	(No Ins)	10	560
* 21	May 26	Jun 08	Jun 10	Jun 14	L	10	480
* 22	Jun 09	Jun 22	Jun 24	Jun 28		10	400
* 23	Jun 23	Jul 06	Jul 08	Jul 12	L	10	320
24	Jul 07	Jul 20	Jul 22	Jul 26		10	240
25	Jul 21	Aug 03	Aug 05	Aug 09	L	10	160
26	Aug 04	Aug 17	Aug 19	Aug 23		10	80

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Labor Day	Sep 04	Memorial Day	May 27
Thanksgiving	Nov 23 - 24	Emancipation Day	June 19
Winter Break	Dec 25 - Jan 1	Independence Day	July 4
Martin Luther King, Jr. Day	Jan 15		

FISCAL YEAR 2025 (Sept 2024- Aug 2025)

Working hours in FY25							2088
1	Aug 18	Aug 31	Sep 03	Sep 06			0

Updated 7.14.2023

Note: The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.