



2024 LWTech Payroll Calendar

- ✓ You **MUST** follow the due dates so that Payroll Services can enter and process information into the system most efficiently.
- ✓ Payroll Services does not process information received **AFTER** the due date until your **NEXT** payroll.
- ✓ Keep this calendar for daily reference.

Employees: Submit Time and Leave Reports to supervisor by 4:30 p.m. the last day worked in the pay period (15th and last day of the month).

Supervisors: Submit approved Time and Leave Reports to payroll by 4:30 p.m. the first business day after pay period ends (1st and 16th).

Pay Period	Due Date	Pay Date
01/01/24 through 01/15/24	01/15/24	01/25/24
01/16/24 through 01/31/24	01/31/24	02/09/24
02/01/24 through 02/15/24	02/15/24	02/26/24
02/16/24 through 02/29/24	02/29/24	03/11/24
03/01/24 through 03/15/24	03/15/24	03/25/24
03/16/24 through 03/31/24	03/31/24	04/10/24
04/01/24 through 04/15/24	04/15/24	04/25/24
04/16/24 through 04/30/24	04/30/24	05/10/24
05/01/24 through 05/15/24	05/15/24	05/24/24
05/16/24 through 05/31/24	05/31/24	06/10/24
06/01/24 through 06/15/24	06/15/24	06/25/24
06/16/24 through 06/30/24	06/30/24	07/10/24
07/01/24 through 07/15/24	07/15/24	07/25/24
07/16/24 through 07/31/24	07/31/24	08/09/24
08/01/24 through 08/15/24	08/15/24	08/26/24
08/16/24 through 08/31/24	08/31/24	09/10/24
09/01/24 through 09/15/24	09/15/24	09/25/24
09/16/24 through 09/30/24	09/30/24	10/10/24
10/01/24 through 10/15/24	10/15/24	10/25/24
10/16/24 through 10/31/24	10/31/24	11/08/24
11/01/24 through 11/15/24	11/15/24	11/25/24
11/16/24 through 11/30/24	11/30/24	12/10/24
12/01/24 through 12/15/24	12/15/24	12/24/24
12/16/24 through 12/31/24	12/31/24	01/10/25