

January						
S	M	T	W	T	F	S
	H 1	T 2	S 3			
7					P 12	13
14	H 15	T 16	S 17			
21					P 26	27
28	T 29	S 30				

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	P 9	10
11	T 12	S 13				
18	H 19				P 23	24
25	T 26	S 27				

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	P 8	9
10	T 11	S 12				
17					P 22	23
24	H 25	T 26	S 27			
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	P 5	6
7	T 8	S 9				
14					P 19	20
21	T 22	S 23				
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	P 3	4
5	T 6	S 7				
12					P 17	18
19	T 20	S 21				
26	H 27				P 31	

2024 Community Connections Bi-Weekly Payroll Calendar

Holiday Closures (H)	
New Year's Day	January 1
MLK Day	January 15
Presidents' Day	February 19
Seward's Day	March 25
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Indigenous Peoples' Day	October 14
**Thanksgiving	November 28 - 29
Christmas	December 25

Calendar Legend	
H - Holiday	
P - Pay Day	
T - Timesheet Due to Supervisor	
S - Supervisor Due to Payroll	

June						
S	M	T	W	T	F	S
						1
2	T 3	S 4				
9					P 14	15
16	T 17	S 18				
23					P 28	29
30						

July						
S	M	T	W	T	F	S
	T 1	S 2		H 4		6
7					P 12	13
14	T 15	S 16				
21					P 26	27
28	T 29	S 30				

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	P 9	10
11	T 12	S 13				
18					P 23	24
25	T 26	S 27				

September						
S	M	T	W	T	F	S
1	H 2			4	5	P 6
8	T 9	S 10				
15					P 20	21
22	T 23	S 24				
29	30					

October						
S	M	T	W	T	F	S
			1	2	3	P 4
6	T 7	S 8				
13	H 14				P 18	19
20	T 21	S 22				
27				30	31	

November						
S	M	T	W	T	F	S
					P 1	2
3	T 4	S 5				
10					P 15	16
17	T 18	S 19				
24			P 27	H 28	H 29	30

December						
S	M	T	W	T	F	S
1	T 2	S 3				7
8					P 13	14
15	T 16	S 17				
22				H 25		
29	T 30	S 31				

Community Connections

2024

Bi-Weekly

Payroll Cycles & Deadlines

Effective December 17, 2023

Min Hrs ⁽¹⁾	Max Hours ^(2,3)	Pay Period	Timesheet Due	Supervisor Due	Pay Date	Pay Cycle
76.00	80.00	Dec 17 - Dec 30	Jan 02	Jan 03	Jan 12	01-01
76.00	80.00	Dec 31 - Jan 13	Jan 16	Jan 17	Jan 26	01-02
76.00	80.00	Jan 14 - Jan 27	Jan 29	Jan 30	Feb 09	02-01
76.00	80.00	Jan 28 - Feb 10	Feb 12	Feb 13	Feb 23	02-02
76.00	80.00	Feb 11 - Feb 24	Feb 26	Feb 27	Mar 08	03-01
76.00	80.00	Feb 25 - Mar 09	Mar 11	Mar 12	Mar 22	03-02
76.00	80.00	Mar 10 - Mar 23	Mar 26	Mar 27	Apr 05	04-01
76.00	80.00	Mar 24 - Apr 06	Apr 08	Apr 09	Apr 19	04-02
76.00	80.00	Apr 07 - Apr 20	Apr 22	Apr 23	May 03	05-01
76.00	80.00	Apr 21 - May 04	May 06	May 07	May 17	05-02
76.00	80.00	May 05 - May 18	May 20	May 21	May 31	*05-03*
76.00	80.00	May 19 - Jun 01	Jun 03	Jun 04	Jun 14	06-01
76.00	80.00	Jun 02 - Jun 15	Jun 17	Jun 18	Jun 28	06-02
76.00	80.00	Jun 16 - Jun 29	Jul 01	Jul 02	Jul 12	07-01
76.00	80.00	Jun 30 - Jul 13	Jul 15	Jul 16	Jul 26	07-02
76.00	80.00	Jul 14 - Jul 27	Jul 29	Jul 30	Aug 09	08-01
76.00	80.00	Jul 28 - Aug 10	Aug 12	Aug 13	Aug 23	08-02
76.00	80.00	Aug 11 - Aug 24	Aug 26	Aug 27	Sep 06	09-01
76.00	80.00	Aug 25 - Sep 07	Sep 09	Sep 10	Sep 20	09-02
76.00	80.00	Sep 8 - Sep 21	Sep 23	Sep 24	Oct 04	10-01
76.00	80.00	Sep 22 - Oct 05	Oct 07	Oct 08	Oct 18	10-02
76.00	80.00	Oct 06 - Oct 19	Oct 21	Oct 22	Nov 01	11-01
76.00	80.00	Oct 20 - Nov 02	Nov 04	Nov 05	Nov 15	11-02
76.00	80.00	Nov 03 - Nov 16	Nov 18	Nov 19	Nov 27	*11-03*
76.00	80.00	Nov 17 - Nov 30	Dec 02	Dec 03	Dec 13	12-01
76.00	80.00	Dec 01 - Dec 14	Dec 16	Dec 17	Dec 27	12-02

* Non-benefit payroll*

Holiday Closures (H)	
New Year's Day - Monday, January 1	Independence Day - Thursday, July 4
MLK Day - Monday, January 15	Labor Day - Monday, September 2
Presidents' Day - Monday, February 19	Indigenous Peoples' Day - Monday, October 14
Seward's Day - Monday, March 25	Thanksgiving - Thursday-Friday, November 28-29
Memorial Day - Monday, May 27	Christmas - Wednesday, December 25

Benefit Timing per Month	
401k	Every cycle
Cell Stipend	First two cycles
Health insurance	First two cycles
Health waiver	First two cycles
Leave accruals	Every cycle
Mileage	Every cycle

⁽¹⁾ Leave accrual, holiday pay, and health waiver are based on meeting minimum hours in each period.

⁽²⁾ May not exceed the maximum 40 hours per week when utilizing paid personal leave.

⁽³⁾ Salaried timesheets must meet maximum hours.