



2024

**Bi-Weekly Payroll Calendar & Web Time Entry Due Dates  
For PERMANENT SHRA EMPLOYEES**

**Important:** Employees must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time”

Pay #	Timesheet Start Date (Monday)	Timesheet End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Tuesday)	Approver Deadline Time	Pay Date
26	12/04/2023	12/17/2023	12/18/2023	10:00 AM	12/19/2023	5:00 PM	January 31, 2024
1	12/18/2023	12/31/2023	12/18/2023	10:00 AM	12/19/2023	5:00 PM	
2	01/01/2024	01/14/2024	01/15/2024	10:00 AM	01/16/2024	5:00 PM	February 29, 2024,
3	01/15/2024	01/28/2024	01/29/2024	10:00 AM	01/30/2024	5:00 PM	
4	01/29/2024	02/11/2024	02/12/2024	10:00 AM	02/13/2024	5:00 PM	
5	02/12/2024	02/25/2024	02/26/2024	10:00 AM	02/27/2024	5:00 PM	March 29, 2024
6	02/26/2024	03/10/2024	03/11/2024	10:00 AM	03/12/2024	5:00 PM	
7	03/11/2024	03/24/2024	03/25/2024	10:00 AM	03/26/2024	5:00 PM	April 30, 2024
8	03/25/2024	04/07/2024	04/08/2024	10:00 AM	04/09/2024	5:00 PM	
9	04/08/2024	04/21/2024	04/22/2024	10:00 AM	04/23/2024	5:00 PM	May 31, 2024
10	04/22/2024	05/05/2024	05/06/2024	10:00 AM	05/07/2024	5:00 PM	
1	05/06/2024	05/19/2024	05/20/2024	10:00 AM	05/21/2024	5:00 PM	June 28, 2024
12	05/20/2024	06/02/2024	06/03/2024	10:00 AM	06/04/2024	5:00 PM	
13	06/03/2024	06/16/2024	06/17/2024	10:00 AM	06/18/2024	5:00 PM	July 31, 2024
14	06/17/2024	06/30/2024	07/01/2024	10:00 AM	07/02/2024	5:00 PM	
15	07/01/2024	07/14/2024	07/15/2024	10:00 AM	07/16/2024	5:00 PM	August 30, 2024
16	07/15/2024	07/28/2024	07/29/2024	10:00 AM	07/30/2024	5:00 PM	
17	07/29/2024	08/11/2024	08/12/2024	10:00 AM	08/13/2024	5:00 PM	
18	08/12/2024	08/25/2024	08/26/2024	10:00 AM	08/29/2024	5:00 PM	September 30, 2024
19	08/26/2024	09/08/2024	09/09/2024	10:00 AM	09/10/2024	5:00 PM	
20	09/09/2024	08/26/2024	09/23/2024	10:00 AM	09/24/2024	5:00 PM	October 31, 2024
21	09/23/2024	10/06/2024	10/07/2024	10:00 AM	10/08/2024	5:00 PM	
22	10/07/2024	10/20/2024	10/21/2024	10:00 AM	10/22/2024	5:00 PM	November 29, 2024
23	10/21/2024	11/03/2024	11/04/2024	10:00 AM	11/05/2024	5:00 PM	
24	11/04/2024	11/17/2024	11/18/2024	10:00 AM	11/19/2024	5:00 PM	December 20, 2024
25	11/18/2024	12/01/2024	12/02/2024	10:00 AM	12/03/2024	5:00 PM	
26	12/02/2024	12/15/2024	12/16/2024	10:00 AM	12/17/2024	5:00 PM	January 31, 2025
01	12/16/2024	12/29/2024	12/16/2024	10:00 AM	12/18/2024	5:00 PM	

