2024 Payroll Calendar for Diocesan Payroll Service & List of Holidays Observed by Dio. House

Pay Periods & Pay Dates for 2024:

- Pay periods of 1st 15th Paychecks will be issued on the following 20^{th*}.
- Pay period of 16th End of Month (EoM) Paychecks will be issued on the following 5^{th*} with an exception for the last paycheck of the year which will be 12/31

*If the pay date falls on a holiday or weekend, the check date will be the business day prior.

Due Dates for "timesheets", new hire paperwork & payroll change forms:

- <u>Worksheets</u> to report hours or wage adjustments (aka "timesheet") is due to Diocesan Payroll Service <u>before 10am</u> two business days before check dates.
- <u>New hire paperwork</u> should be completed within three days of hire date / first day of work and filed with the payroll office no later than 10am day before timesheets are due (red X below)
- <u>Change forms</u> are due ASAP but no later than 10AM the day before timesheet deadlines (except for first payroll cycle of year, see yellow triangle).

Yellow Triangle = Due date for 2024 Annual Changes or Updates (payroll authorizations and all Pre-Tax Deductions for 403b, RSVP, Medical Ins etc)

Green / Squares = Payday

Red / X = Payroll Processing – worksheets to report hours or wage adjustments due to Diocese Payroll Service before 10AM Grey / Line out = Holiday Observed by Bishop's Staff, Diocesan House offices closed

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2024 Payroll Calendar

2024 Holidays Observed by Diocesan House / Bishop's Staff (office will be closed)

New Year's Day Jan 1 (Monday) Martin Luther King, Jr. Day – January 15 (Monday) President's Day – February 19 (Monday) Good Friday - March 29 (Friday) Easter Monday – April 1 (Monday) Memorial Day – May 27 (Monday) Juneteenth – June 19 (Wednesday) Independence Day – July 4 (Thursday) Labor Day – September 2 (Monday) Indigenous Peoples Day – October 14 (Monday) Monday after Diocesan Convention – October 28 (Monday) Veteran's Day – November 11 (Monday) Thanksgiving Break – November 28 & 29 (Thursday & Friday) Christmas Break - December 23-27 (Mon – Fri)