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

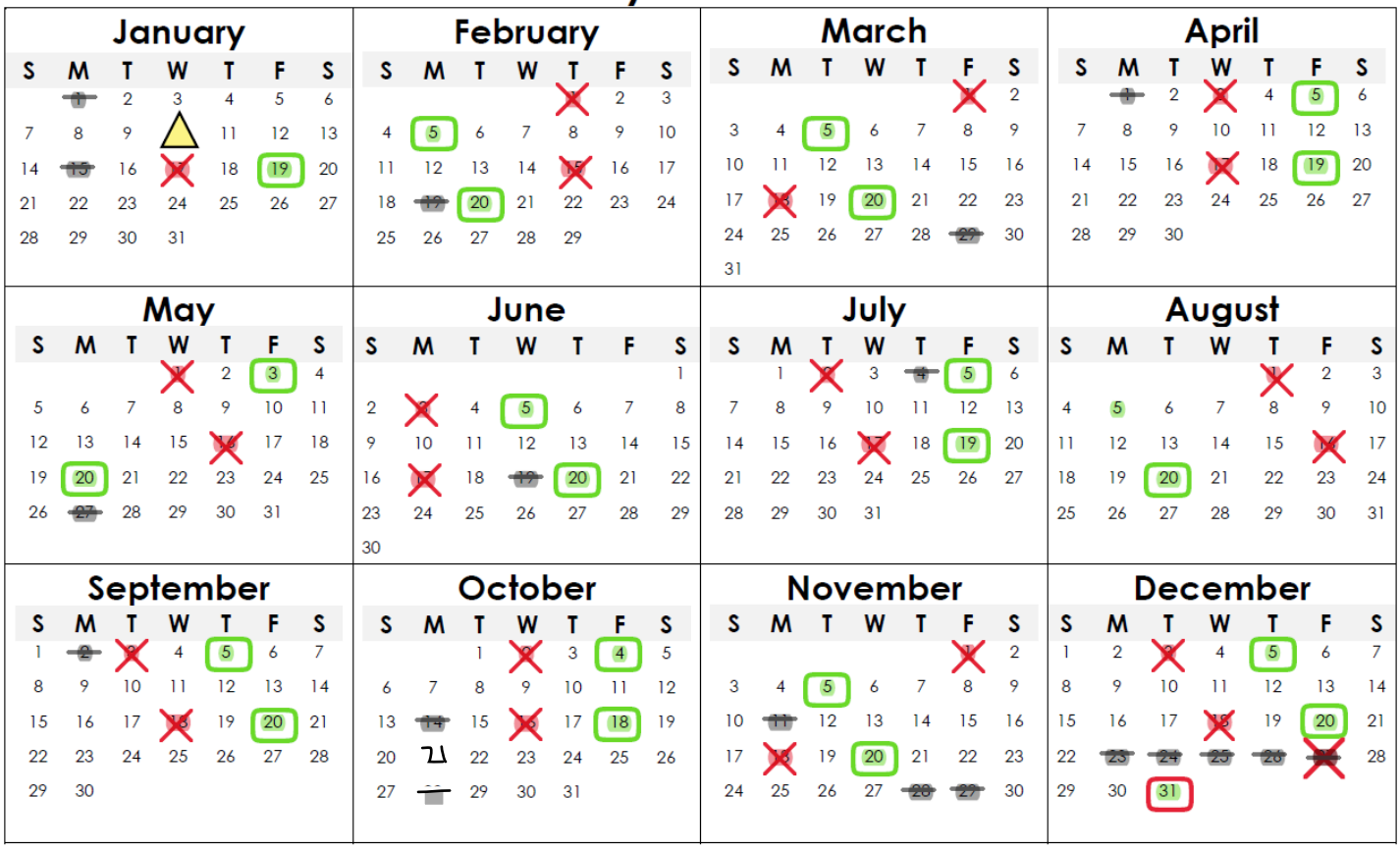
  *If the pay date falls on a holiday or weekend, the check date will be the business day prior.

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

- **Worksheets** to report hours or wage adjustments (aka "*timesheet*") is due to Diocesan Payroll Service **before 10am** two business days before check dates.
- **New hire paperwork** 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)
- **Change forms** 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

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)