

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Exempt Pay Day (January 1 st -31 st) Non-Exempt Pay Period Begins (February 1 st -15 th Regular Hours = 88 Hours)	2 Non-Exempt Time Sheets Due to Payroll (January 16 th -31 st Regular Hours = 96 Hours) TimeClock Plus Hours Due by 1pm Central Time	3
4	5	6	7	8	9 Non-Exempt Pay Day (January 16 th -31 st)	10
11	12	13 Non-Exempt ePAF's Due to HR (February 1 st -15 th)	14	15 Exempt Leave Report Due (January 1 st -31 st) Non-Exempt Pay Period Ends (February 1 st -15 th Regular Hours = 88 Hours)	16 Non-Exempt Pay Period Begins (February 16 th -29 th Regular Hours = 80 Hours)	17
18 Exempt ePAF's Due to HR	19 Non-Exempt Time Sheets Due to Payroll (February 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	20	21	22	23 Non-Exempt Pay Day (February 1 st -15 th)	24
25	26	27 Non-Exempt ePAF's Due to HR (February 16 th -29 th)	28	29 Non-Exempt Pay Period Ends (February 16 th -29 th Regular Hours = 80 Hours)		