

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Exempt Pay Day (November 1 st -30 th) Non-Exempt Pay Period Begins (December 1 st -15 th Regular Hours = 88 Hours)	2
3	4 Non-Exempt Time Sheets Due to Payroll (November 16 th -30 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	5	6	7	8 Non-Exempt Pay Day (November 16 th -30 th)	9
10	11	12	13 Non-Exempt ePAF's Due to HR (December 1 st -15 th)	14	15 Exempt Leave Report Due (November 1 st -30 th) Non-Exempt Pay Period Ends (December 1 st -15 th Regular Hours = 88 Hours)	16 Non-Exempt Pay Periods Begins (December 16 th – 30 th Regular Hours = 80 Hours)
17	18 Exempt ePAF's Due to HR	19 Non-Exempt Time Sheets Due to Payroll (December 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	20	21	22 Non-Exempt Pay Day (December 1 st -15 th) Non-Exempt ePAF's Due to HR (December 16 th -31 st)	23
24	25 Christmas TTU HOLIDAY TTUHSC HOLIDAY	26 TTU HOLIDAY TTUHSC HOLIDAY	27 TTU HOLIDAY	28 TTU HOLIDAY	29 TTU HOLIDAY	30
31 Non-Exempt Pay Period Ends (December 16 th -31 st Regular Hours = 80 Hours)						