

## December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> Non-Exempt Pay Period Begins (December 1 <sup>st</sup> -15 <sup>th</sup> Regular Hours = 80 Hours)	<b>2</b> Exempt Pay Day (November 1 <sup>st</sup> -30 <sup>th</sup> )	<b>3</b> Non-Exempt Time Sheets Due to Payroll (November 16 <sup>th</sup> -30 <sup>th</sup> Regular Hours = 80 Hours) TimeClock Plus Hours Due By 1pm Central Time	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> Non-Exempt Pay Day (November 16 <sup>th</sup> -30 <sup>th</sup> )	<b>11</b> Non-Exempt ePAF's Due to HR (December 1 <sup>st</sup> -15 <sup>th</sup> )	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b> Exempt Leave Reports Due (November 1 <sup>st</sup> -30 <sup>th</sup> ) Non-Exempt Pay Period Ends (December 1 <sup>st</sup> -15 <sup>th</sup> Regular Hours = 80 Hours)	<b>16</b> Non-Exempt Pay Period Begins (December 16 <sup>th</sup> -31 <sup>st</sup> Regular Hours = 96 Hours)	<b>17</b> Non-Exempt Time Sheets Due to Payroll (December 1 <sup>st</sup> -15 <sup>th</sup> Regular Hours = 80 Hours) TimeClock Plus Hours Due By 1pm Central Time	<b>18</b> Exempt ePAF's Due to HR	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Non-Exempt Pay Day (December 1 <sup>st</sup> -15 <sup>th</sup> ) Non-Exempt ePAF's Due to HR (December 16 <sup>th</sup> -31 <sup>st</sup> )	<b>24</b> TTU HOLIDAY HSC/HSC EL PASO HOLIDAY	<b>25 Christmas</b> TTU HOLIDAY HSC/HSC EL PASO HOLIDAY	<b>26</b> TTU HOLIDAY	<b>27</b> TTU HOLIDAY	<b>28</b>
<b>29</b>	<b>30</b> TTU HOLIDAY	<b>31</b> TTU HOLIDAY HSC/HSC EL PASO HOLIDAY Non-Exempt Pay Period Ends (December 16 <sup>th</sup> -31 <sup>st</sup> Regular Hours = 96 Hours)				