

September 2024

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