

**M1 Payroll Schedule  
January 2024 - December 2024**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2024 Calendar Month	1-Jan-24	31-Jan-24	31-Jan-24	24-Jan-24	23-Jan-24	5-Feb-24	6-Jan-24
2 2024 Calendar Month	1-Feb-24	29-Feb-24	29-Feb-24	21-Feb-24	20-Feb-24	6-Mar-24	7-Feb-24
3 2024 Calendar Month	1-Mar-24	31-Mar-24	28-Mar-24	20-Mar-24	19-Mar-24	28-Mar-24	7-Mar-24
4 2024 Calendar Month	1-Apr-24	30-Apr-24	30-Apr-24	25-Apr-24	24-Apr-24	7-May-24	7-Apr-24
5 2024 Calendar Month	1-May-24	31-May-24	31-May-24	28-May-24	27-May-24	6-Jun-24	8-May-24
6 2024 Calendar Month	1-Jun-24	30-Jun-24	28-Jun-24	20-Jun-24	19-Jun-24	6-Jul-24	7-Jun-24
7 2024 Calendar Month	1-Jul-24	31-Jul-24	31-Jul-24	25-Jul-24	24-Jul-24	5-Aug-24	7-Jul-24
8 2024 Calendar Month	1-Aug-24	31-Aug-24	30-Aug-24	21-Aug-24	20-Aug-24	5-Sep-24	8-Aug-24
9 2024 Calendar Month	1-Sep-24	30-Sep-24	27-Sep-24	18-Sep-24	17-Sep-24	6-Oct-24	8-Sep-24
10 2024 Calendar Month	1-Oct-24	31-Oct-24	31-Oct-24	24-Oct-24	23-Oct-24	7-Nov-24	6-Oct-24
11 2024 Calendar Month	1-Nov-24	30-Nov-24	29-Nov-24	21-Nov-24	20-Nov-24	7-Dec-24	7-Nov-24
12 2024 Calendar Month	1-Dec-24	31-Dec-24	31-Dec-24	19-Dec-24	18-Dec-24	5-Jan-25	7-Dec-24

**There are two timecard approval deadlines for managers to follow. See below:**

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

**\*\* See Communication regarding Fiscal Year End Timecard Requirements**