

## Biweekly 2024 Payroll Calendar

Direct Hire Form (Hire/Rehire)									
Begin Date	End Date	Approval Levels 1 and 2 are Complete <sup>1</sup>	Approval Levels 3 and 4 are Complete <sup>1,2</sup>	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) <sup>1,3</sup>	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) <sup>1,3</sup>	MGR Absence/Time Approval by 10am	Payroll Processing	Pay Date	Pay Run ID
12/24/23	01/06/24	12/08/23	12/15/23	12/20/23	12/29/23	01/08/24	01/08/24	01/12/24	41B1
01/07/24	01/20/24	12/22/23	01/03/24	01/08/24	01/15/24	01/22/24	01/22/24	01/26/24	41B2
01/21/24	02/03/24	01/05/24	01/12/24	01/22/24	01/29/24	02/05/24	02/05/24	02/09/24	42B1
02/04/24	02/17/24	01/19/24	01/26/24	02/05/24	02/12/24	02/19/24	02/19/24	02/23/24	42B2
02/18/24	03/02/24	02/02/24	02/09/24	02/19/24	02/26/24	03/04/24	03/04/24	03/08/24	43B1
03/03/24	03/16/24	02/16/24	02/23/24	03/04/24	03/11/24	03/18/24	03/18/24	03/22/24	43B2
03/17/24	03/30/24	03/01/24	03/08/24	03/18/24	03/25/24	04/01/24	04/01/24	04/05/24	44B1
03/31/24	04/13/24	03/15/24	03/22/24	04/01/24	04/08/24	04/15/24	04/15/24	04/19/24	44B2
04/14/24	04/27/24	03/29/24	04/05/24	04/15/24	04/22/24	04/29/24	04/29/24	05/03/24	45B1
04/28/24	05/11/24	04/12/24	04/19/24	04/29/24	05/06/24	05/13/24	05/13/24	05/17/24	45B2
05/12/24	05/25/24	04/26/24	05/03/24	05/10/24	05/17/24	05/24/24	05/24/24	05/31/24	45B3
05/26/24	06/08/24	05/10/24	05/17/24	05/27/23	06/03/24	06/10/24	06/10/24	06/14/24	46B1
06/09/24	06/22/24	05/24/24	05/31/24	06/10/24	06/17/24	06/24/24	06/24/24	06/28/24	46B2
06/23/24	07/06/24	06/07/24	06/14/24	06/24/24	07/01/24	07/08/24	07/08/24	07/12/24	47B1
07/07/24	07/20/24	06/21/24	06/28/24	07/08/24	07/15/24	07/22/24	07/22/24	07/26/24	47B2
07/21/24	08/03/24	07/05/24	07/12/24	07/22/24	07/29/24	08/05/24	08/05/24	08/09/24	48B1
08/04/24	08/17/24	07/19/24	07/26/24	08/05/24	08/12/24	08/19/24	08/19/24	08/23/24	48B2
08/18/24	08/31/24	08/02/24	08/09/24	08/16/24	08/23/24	08/30/24	08/30/24	09/06/24	49B1
09/01/24	09/14/24	08/16/24	08/23/24	09/02/24	09/09/24	09/16/24	09/16/24	09/20/24	49B2
09/15/24	09/28/24	08/30/24	09/06/24	09/16/24	09/23/24	09/30/24	09/30/24	10/04/24	40B1
09/29/24	10/12/24	09/13/24	09/20/24	09/30/24	10/07/24	10/14/24	10/14/24	10/18/24	40B2
10/13/24	10/26/24	09/27/24	10/04/24	10/14/24	10/21/24	10/28/24	10/28/24	11/01/24	4NB1
10/27/24	11/09/24	10/11/24	10/18/24	10/28/24	11/04/24	11/11/24	11/11/24	11/15/24	4NB2
11/10/24	11/23/24	10/25/24	11/01/24	11/08/24	11/15/24	11/22/24	11/22/24	11/29/24	4NB3
11/24/24	12/07/24	11/08/24	11/15/24	11/25/24	12/02/24	12/09/24	12/09/24	12/13/24	4DB1
12/08/24	12/21/24	11/22/24	11/29/24	12/06/24	12/13/24	12/20/24	12/20/24	12/27/24	4DB2
12/22/24	01/04/25	12/06/24	12/13/24	12/20/24	12/30/24	01/06/25	01/06/25	01/10/25	51B1

<sup>1</sup> These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.

<sup>2</sup> Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.

<sup>3</sup> Biweekly paid employees submit timesheets for actual worked performed, so lump sum supplemental pay for work is not permitted. Usually, only awards are permitted as supplemental pay for biweekly

  Early Payroll Submission Due to Holiday