

Monthly 2024 Payroll Calendar

Begin Date	End Date	Direct Hire Form (Hire/Rehire)/Terminations		Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ¹	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ¹	Payroll Processing	Pay Date	Work Days	Pay Run ID
		Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}						
01/01/24	01/31/24	12/20/23	01/10/24	01/10/24	01/17/24	01/24/24	01/31/24	23	41M1
02/01/24	02/29/24	01/19/24	02/07/24	02/07/24	02/14/24	02/21/24	02/29/24	21	42M1
03/01/24	03/31/24	02/23/24	03/07/24	03/07/24	03/14/24	03/21/24	03/29/24	21	43M1
04/01/24	04/30/24	03/25/24	04/09/24	04/09/24	04/16/24	04/23/24	04/30/24	22	44M1
05/01/24	05/31/24	04/25/24	05/07/24	05/07/24	05/14/24	05/21/24	05/31/24	23	45M1
06/01/24	06/30/24	05/25/24	06/04/24	06/04/24	06/11/24	06/18/24	06/28/24	20	46M1
07/01/24	07/31/24	06/23/24	07/10/24	07/10/24	07/17/24	07/24/24	07/31/24	23	47M1
08/01/24	08/31/24	07/26/24	08/08/24	08/08/24	08/15/24	08/22/24	08/30/24	22	48M1
09/01/24	09/30/24	08/25/24	09/09/24	09/09/24	09/16/24	09/23/24	09/30/24	21	49M1
10/01/24	10/31/24	09/23/24	10/09/24	10/09/24	10/16/24	10/23/24	10/31/24	23	40M1
11/01/24	11/30/24	10/21/24	11/05/24	11/05/24	11/12/24	11/19/24	11/29/24	21	4NM1
12/01/24	12/31/24	11/21/24	12/03/24	12/03/24	12/10/24	12/17/24	12/31/24	22	4DM1

Summer Pay Processing Schedule

Begin Date	End Date	5pm Data Entry Deadline	Pay Date
05/01/23	05/31/24	05/20/24	05/31/24
06/01/24	06/30/24	06/17/24	06/28/24
07/01/24	07/31/24	07/23/24	07/31/24
08/01/24	08/31/24	08/21/24	08/30/24

¹ 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.

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