

2024 Payroll/HR Calendar

RED DATE INDICATES PAY PERIOD APPROVAL DATE

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	*20	21	22	23	24
25	26	27	28	29		

Pay	Pay Period	Pay Date
2401	Dec 24 - Jan 6	Jan 12, 2024
2402	Jan 7 - Jan 20	Jan 26, 2024
2403	Jan 21 - Feb 3	Feb 09, 2024
2404	Feb 4 - Feb 17	Feb 23, 2024

LEGEND

- Statutory holidays: All
- Civic
- Civic holiday in Ontario - check eligibility
- Statutory holiday: Saskatchewan only
- Pay weeks (alternating green/white)
- HRIS unavailable
- Red dates indicates pay period approval date

March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Pay	Pay Period	Pay Date
2405	Feb 18 - Mar 2	Mar 08, 2024
2406	Mar 3 - Mar 16	Mar 22, 2024
2407	Mar 17 - Mar 30	Apr 05, 2024
2408	Mar 31 - Apr 13	Apr 19, 2024
2409	Apr 14 - Apr 27	May 03, 2024

DUE DATES

1. **Pay period approval date:**
Dates highlighted in red represent the pay period approval date. Approvals are due 3pm EST.
2. ***When there is a Statutory Holiday, adjusted approval deadlines.**
 Tuesday, February 20 @ 12pm EST
 Tuesday, August 6 @ 12pm EST
 Tuesday, September 3 @ 12pm EST
 Tuesday, October 15 @ 12pm EST
 Monday, Dec 23rd @ 12pm EST

May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Pay	Pay Period	Pay Date
2410	Apr 28 - May 11	May 17, 2024
2411	May 12 - May 25	May 31, 2024
2412	May 26 - Jun 8	Jun 14, 2024
2413	Jun 9 - Jun 22	Jun 28, 2024

July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	*6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay	Pay Period	Pay Date
2414	Jun 23 - Jul 6	Jul 12, 2024
2415	Jul 07 - Jul 20	Jul 26, 2024
2416	Jul 21 - Aug 3	Aug 09, 2024
2417	Aug 4 - Aug 17	Aug 23, 2024
2418	Aug 18 - Aug 31	Sep 06, 2024

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	*3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	*15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay	Pay Period	Pay Date
2419	Sep 1 - Sep 14	Sep 20, 2024
2420	Sep 15 - Sep 28	Oct 04, 2024
2421	Sep 29 - Oct 12	Oct 18, 2024
2422	Oct 13 - Oct 26	Nov 01, 2024

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	*23	24	25	26	27	28
29	30	31				

Pay	Pay Period	Pay Date
2423	Oct 27 - Nov 9	Nov 15, 2024
2424	Nov 10 - Nov 23	Nov 29, 2024
2425	Nov 24 - Dec 07	Dec 13, 2024
2426	Dec 8 - Dec 21	Dec 27, 2024
2501	Dec 22 - Jan 4	Jan 10, 2025