

**ABSENCE REQUEST AND TIMESHEET ENTRY DEADLINE 2024****Reporting is due at 9:00AM****Approvals are due at 10:00AM**

<b>DATE DUE</b>	<b>FOR PAY PERIOD</b>
Friday, January 12 2024	01/01/24 - 01/15/24
Wednesday, January 31 2024	01/16/24 - 01/31/24
Wednesday, February 14 2024	02/01/24 - 02/15/24
Thursday, February 29 2024	02/16/24 - 02/29/24
Thursday, March 14 2024	03/01/24 - 03/15/24
Friday, March 29 2024	03/16/24 - 03/31/24
Monday, April 15 2024	04/01/24 - 04/15/24
Tuesday, April 30 2024	04/16/24 - 04/30/24
Wednesday, May 15 2024	05/01/24 - 05/15/24
Thursday, May 30 2024	05/16/24 - 05/31/24
Thursday, June 13 2024	06/01/24 - 06/15/24
Friday, June 28 2024	06/16/24 - 06/30/24
Monday, July 15 2024	07/01/24 - 07/15/24
Wednesday, July 31 2024	07/16/24 - 07/31/24
Thursday, August 15 2024	08/01/24 - 08/15/24
Friday, August 30 2024	08/16/24 - 08/31/24
Friday, September 13 2024	09/01/24 - 09/15/24
Monday, September 30 2024	09/16/24 - 09/30/24
Tuesday, October 15 2024	10/01/24 - 10/15/24
Wednesday, October 30 2024	10/16/24 - 10/31/24
Thursday, November 14 2024	11/01/24 - 11/15/24
Wednesday, November 27 2024	11/16/24 - 11/30/24
Friday, December 13 2024	12/01/24 - 12/15/24
Monday, December 30 2024	12/16/24 - 12/31/24