

## 2024 Payroll Calendar Nonexempt Staff

**Employees:** Submit for approval your completed timesheet by the end of your shift on your last working day of the pay period. You will be locked out of your timesheet at midnight on the “Employee Submit By Date”. Contact your approver if you failed to submit your timesheet by the submit date.

**Approvers:** Approve timesheets by the approver submit by date for the pay period. You will be locked out of all timesheets at midnight on the “Approver Submit By Date”. Contact Payroll if you failed to approve any timesheets by the submit date.

**PLEASE NOTE:** Timesheets not submitted and approved by deadline may result in delay of pay.

Pay Period	Timesheet Start Date	Timesheet End Date	Pay Date	Employee Submit By Date	Approver Submit By Date	Holidays (H) Extra Given Days (E)	Work Days/ Hours
1	12/16/23	01/15/24	01/31/24	01/16/24	01/17/24	E – 12/21- 22/23 H – 12/25/23 E – 12/26 - 29/23 H – 01/01/24 E – 01/02-03/24 H – 01/15/24	21 / 168
2	01/16/24	02/15/24	02/29/24	02/16/24	02/20/24		23 / 184
3	02/16/24	03/15/24	03/29/24	03/18/24	03/19/24	E – 02/19/24	21 / 168
4	03/16/24	04/15/24	04/30/24	04/16/24	04/17/24	E – 03/29/24	21 / 168
5	04/16/24	05/15/24	05/31/24	05/16/24	05/17/24		22 / 176
6	05/16/24	06/15/24	06/28/24	06/17/24	06/18/24	H – 05/27/24	22 / 176
7	06/16/24	07/15/24	07/31/24	07/16/24	07/17/24	H – 06/19/24 H – 07/04/24 E – 07/05/24	21 / 168
8	07/16/24	08/15/24	08/30/24	08/16/24	08/19/24		23 / 184
9	08/16/24	09/15/24	09/30/24	09/16/24	09/17/24	H – 09/02/24	21 / 168
10	09/16/24	10/15/24	10/31/24	10/16/24	10/17/24		22 / 176
11	10/16/24	11/15/24	11/29/24	11/18/24	11/19/24		23 / 184
12	11/16/24	12/15/24	12/31/24	<b>*12/15/24</b>	<b>*12/16/24</b>	E – 11/27/24 H – 11/28-29/24	20 / 160

Work Days/Hours refers to M-F, 40-hour per week schedule. Actual number of work days and hours may vary.

***\*Early submit date due to the holiday.***

Please refer to the “[Time Entry and Leave Reporting Employee User Guide](#)” on the Payroll webpage or on the Time & Leave Resources card on [My Missouri State](#) for guidance on how to fill out your Timesheet and the [Staff Holiday Schedule](#) for additional information about Holidays and Extra Given Days.