

HR/Payroll Processing/Deadline Calendar

April 2024

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apr 1	2 5:00pm Weekly HR Transactions	3 Weekly Pay Day	4 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	5 Weekly Payroll Processed
8 12:00pm Semi HR Transactions	9 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	10 Semi Payroll Processed Weekly Pay Day	11 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	12 Weekly Payroll Processed
15 Semi Pay Day	16 5:00pm Weekly HR Transactions	17 Weekly Pay Day	18 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	19 Weekly Payroll Processed
22	23 12:00pm Semi HR Transactions 5:00pm Weekly HR Transactions	24 5:00pm Semi RAP Approval Weekly Pay Day	25 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval Semi Payroll Processed	26 Weekly Payroll Processed
29	30 Semi Pay Day 5:00pm Weekly HR Transactions	May 1	2	3