



2024 CALTIME TIMECARD APPROVAL DEADLINES
 For Biweekly Paid Employees | Last updated 02/13/24

| Pay Cycle | Pay Date | Pay Period Begin | Pay Period End | Employee Approval | Supervisor Approval | CALTIME ACCRUALS UPDATED | EFFECTIVE DATE (** Includes Accruals) | HOLIDAYS | |
|-----------|---------------|------------------|----------------|----------------------|----------------------|-----------------------------|--|---------------|--------------------------------|
| B1 | Wed. 01/03/24 | Sun. 12/10/23 | Sat. 12/23/23 | Wed. 12/20/23 | Thu. 12/21/23 | By Noon | Wed. 01/03/24 | Sun. 12/24/23 | |
| B2 | Wed. 01/17/24 | Sun. 12/24/23 | Sat. 01/06/24 | Sat. 01/06/24 | Tue. 01/09/24 | By Noon | Wed. 01/17/24 | Sun. 01/07/24 | 12/25, 12/26, 12/30, 01/02 |
| B3 | Wed. 01/31/24 | Sun. 01/07/24 | Sat. 01/20/24 | Sat. 01/20/24 | Mon. 01/22/24 | By Noon | Wed. 01/31/24 | Sun. 01/21/24 | 01/15 |
| B1 | Wed. 02/14/24 | Sun. 01/21/24 | Sat. 02/03/24 | Sat. 02/03/24 | Mon. 02/05/24 | By Noon | Wed. 02/14/24 | Sun. 02/04/24 | |
| B2 | Wed. 02/28/24 | Sun. 02/04/24 | Sat. 02/17/24 | Sat. 02/17/24 | Tue. 02/20/24 | By 9 am | Wed. 02/28/24 | Sun. 02/18/24 | |
| B1 | Wed. 03/13/24 | Sun. 02/18/24 | Sat. 03/02/24 | Sat. 03/02/24 | Mon. 03/04/24 | By Noon | Wed. 03/13/24 | Sun. 03/03/24 | 02/19 |
| B2 | Wed. 03/27/24 | Sun. 03/03/24 | Sat. 03/16/24 | Sat. 03/16/24 | Mon. 03/18/24 | By Noon | Wed. 03/27/24 | Sun. 03/17/24 | |
| B1 | Wed. 04/10/24 | Sun. 03/17/24 | Sat. 03/30/24 | Sat. 03/30/24 | Mon. 04/01/24 | By Noon | Wed. 04/10/24 | Sun. 03/31/24 | 03/29 |
| B2 | Wed. 04/24/24 | Sun. 03/31/24 | Sat. 04/13/24 | Sat. 04/13/24 | Mon. 04/15/24 | By Noon | Wed. 04/24/24 | Sun. 04/14/24 | |
| B1 | Wed. 05/08/24 | Sun. 04/14/24 | Sat. 04/27/24 | Sat. 04/27/24 | Mon. 04/29/24 | By Noon | Wed. 05/08/24 | Sun. 04/28/24 | |
| B2 | Wed. 05/22/24 | Sun. 04/28/24 | Sat. 05/11/24 | Sat. 05/11/24 | Mon. 05/13/24 | By Noon | Wed. 05/22/24 | Sun. 05/12/24 | |
| B1 | Wed. 06/05/24 | Sun. 05/12/24 | Sat. 05/25/24 | Sat. 05/25/24 | Tue. 05/28/24 | By 9 am | Wed. 06/05/24 | Sun. 05/26/24 | |
| B2 | Tue. 06/18/24 | Sun. 05/26/24 | Sat. 06/08/24 | Sat. 06/08/24 | Mon. 06/10/24 | By Noon | Wed. 06/19/24 | Sun. 06/09/24 | 05/27 |
| B1 | Wed. 07/03/24 | Sun. 06/09/24 | Sat. 06/22/24 | Sat. 06/22/24 | Mon. 06/24/24 | By Noon | Wed. 07/03/24 | Sun. 06/23/24 | 06/19 |
| B2 | Wed. 07/17/24 | Sun. 06/23/24 | Sat. 07/06/24 | Sat. 07/06/24 | Mon. 07/08/24 | By Noon | Wed. 07/17/24 | Sun. 07/07/24 | 07/04 |
| B3 | Wed. 07/31/24 | Sun. 07/07/24 | Sat. 07/20/24 | Sat. 07/20/24 | Mon. 07/22/24 | By Noon | Wed. 07/31/24 | Sun. 07/21/24 | |
| B1 | Wed. 08/14/24 | Sun. 07/21/24 | Sat. 08/03/24 | Sat. 08/03/24 | Mon. 08/05/24 | By Noon | Wed. 08/14/24 | Sun. 08/04/24 | |
| B2 | Wed. 08/28/24 | Sun. 08/04/24 | Sat. 08/17/24 | Sat. 08/17/24 | Mon. 08/19/24 | By Noon | Wed. 08/28/24 | Sun. 08/18/24 | |
| B1 | Wed. 09/11/24 | Sun. 08/18/24 | Sat. 08/31/24 | Sat. 08/31/24 | Tue. 09/03/24 | By 9 am | Wed. 09/11/24 | Sun. 09/01/24 | |
| B2 | Wed. 09/25/24 | Sun. 09/01/24 | Sat. 09/14/24 | Sat. 09/14/24 | Mon. 09/16/24 | By Noon | Wed. 09/25/24 | Sun. 09/15/24 | 09/02 |
| B1 | Wed. 10/09/24 | Sun. 09/15/24 | Sat. 09/28/24 | Sat. 09/28/24 | Mon. 09/30/24 | By Noon | Wed. 10/09/24 | Sun. 09/29/24 | |
| B2 | Wed. 10/23/24 | Sun. 09/29/24 | Sat. 10/12/24 | Sat. 10/12/24 | Mon. 10/14/24 | By Noon | Wed. 10/23/24 | Sun. 10/13/24 | |
| B1 | Wed. 11/06/24 | Sun. 10/13/24 | Sat. 10/26/24 | Sat. 10/26/24 | Mon. 10/28/24 | By Noon | Wed. 11/06/24 | Sun. 10/27/24 | |
| B2 | Wed. 11/20/24 | Sun. 10/27/24 | Sat. 11/09/24 | Sat. 11/09/24 | Tue. 11/12/24 | By 9 am | Wed. 11/20/24 | Sun. 11/10/24 | |
| B1 | Wed. 12/04/24 | Sun. 11/10/24 | Sat. 11/23/24 | Sat. 11/23/24 | Mon. 11/25/24 | By Noon | Wed. 12/04/24 | Sun. 11/24/24 | 11/11 |
| B2 | Wed. 12/18/24 | Sun. 11/24/24 | Sat. 12/07/24 | Sat. 12/07/24 | Mon. 12/09/24 | By Noon | Wed. 12/18/24 | Sun. 12/08/24 | 11/28, 11/29 |
| B1 | Thu. 01/02/25 | Sun. 12/08/24 | Sat. 12/21/24 | Wed. 12/18/24 | Thu. 12/19/24 | By Noon | Thu. 01/02/25 | Sun. 12/22/24 | **Sign off before PPE** |
| B2 | Wed. 01/15/25 | Sun. 12/22/24 | Sat. 01/04/25 | Sat. 01/04/25 | Mon. 01/06/25 | By Noon | Wed. 01/15/25 | Sun. 01/05/25 | 12/24,12/25, 12/31, 01/01 |

*Benefits Holiday: During a Benefits Holiday, no flat dollar deductions (such as Medical and Dental) are taken from the employees paycheck. A Benefits holiday applies to the 3rd biweekly paycheck in a calendar month.