



2024 CALTIME TIMECARD APPROVAL DEADLINES

For Monthly Paid Employees

Last updated 12/18/2023

Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (** Includes Accruals)	HOLIDAYS	
MO	Tue. 01/02/24	Fri. 12/01/23	Sun. 12/31/23	Thu. 01/04/24	Tue. 01/09/24	By 5pm	Fri. 01/05/24	Mon. 01/01/24	12/25, 12/26
MO	Thu. 02/01/24	Mon. 01/01/24	Wed. 01/31/24	Thu. 02/01/24	Tue. 02/06/24	By 5pm	Mon. 02/05/24	Thu. 02/01/24	01/01, 01/02, 01/15
MO	Fri. 03/01/24	Thu. 02/01/24	Thu. 02/29/24	Fri. 03/01/24	Tue. 03/05/24	By 5pm	Mon. 03/04/24	Fri. 03/01/24	02/19
MO	Mon. 04/01/24	Fri. 03/01/24	Sun. 03/31/24	Mon. 04/01/24	Fri. 04/05/24	By 5pm	Thu. 04/04/24	Mon. 04/01/24	03/29
MO	Wed. 05/01/24	Mon. 04/01/24	Tue. 04/30/24	Wed. 05/01/24	Mon. 05/06/24	By 5pm	Mon. 05/06/24	Wed. 05/01/24	
MO	Fri. 05/31/24	Wed. 05/01/24	Fri. 05/31/24	Mon. 06/03/24	Thu. 06/06/24	By 5pm	Mon. 06/03/24	Sat. 06/01/24	5/27
MO	Mon. 07/01/24	Sat. 06/01/24	Sun. 06/30/24	Mon. 07/01/24	Mon. 07/08/24	By 5pm	Thu. 07/04/24	Mon. 07/01/24	06/19
MO	Thu. 08/01/24	Mon. 07/01/24	Wed. 07/31/24	Thu. 08/01/24	Tue. 08/06/24	By 5pm	Mon. 08/05/24	Thu. 08/01/24	07/04
MO	Fri. 08/30/24	Thu. 08/01/24	Sat. 08/31/24	Tue. 09/03/24	Fri. 09/06/24	By 5pm	Mon. 09/02/24	Sun. 09/01/24	
MO	Tue. 10/01/24	Sun. 09/01/24	Mon. 09/30/24	Tue. 10/01/24	Fri. 10/04/24	By 5pm	Fri. 10/04/24	Tue. 10/01/24	09/02
MO	Fri. 11/01/24	Tue. 10/01/24	Thu. 10/31/24	Fri. 11/01/24	Wed. 11/06/24	By 5pm	Mon. 11/04/24	Fri. 11/01/24	
MO	Wed. 11/27/24	Fri. 11/01/24	Sat. 11/30/24	Mon. 12/02/24	Fri. 12/06/24	By 5pm	Mon. 12/02/24	Sun. 12/01/24	11/11, 11/28, 11/29
MO	Thu. 01/02/25	Sun. 12/01/24	Tue. 12/31/24	Thu. 01/02/25	Tue. 01/07/25	By 5pm	Fri. 01/03/25	Wed. 01/01/25	12/24, 12/25, 12/31

Produced by the Controllers Office | Central Payroll Department