

CalTime

2024 Timecard Approval Deadlines
Last Updated 2/13/24

Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	Timekeeper Sign-off	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	Thu. 12/21/23	Noon-5pm	Wed. 01/03/24	Sun. 12/24/23	
MO	Tue. 01/02/24	Fri. 12/01/23	Sun. 12/31/23	Thu. 01/04/24	Tue. 01/09/24	By 5pm	1/16/2023	By 5pm	Fri. 01/05/24	Mon. 01/01/24	12/25, 12/26
B2	Wed. 01/17/24	Sun. 12/24/23	Sat. 01/06/24	Sat. 01/06/24	Tue. 01/09/24	By Noon	Tue. 01/09/24	Noon-5pm	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	Mon. 01/22/24	Noon-5pm	Wed. 01/31/24	Sun. 01/21/24	01/15
MO	Thu. 02/01/24	Mon. 01/01/24	Wed. 01/31/24	Thu. 02/01/24	Tue. 02/06/24	By 5pm	2/14/2024	By 5pm	Mon. 02/05/24	Thu. 02/01/24	01/01, 01/02, 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	Mon. 02/05/24	Noon-5pm	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	Tue. 02/20/24	9am-11:00am	Wed. 02/28/24	Sun. 02/18/24	
MO	Fri. 03/01/24	Thu. 02/01/24	Thu. 02/29/24	Fri. 03/01/24	Tue. 03/05/24	By 5pm	3/13/2024	By 5pm	Mon. 03/04/24	Fri. 03/01/24	02/19
B1	Wed. 03/13/24	Sun. 02/18/24	Sat. 03/02/24	Sat. 03/02/24	Mon. 03/04/24	By Noon	Mon. 03/04/24	Noon-5pm	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	Mon. 03/18/24	Noon-5pm	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	Mon. 04/01/24	Noon-5pm	Wed. 04/10/24	Sun. 03/31/24	03/29
MO	Mon. 04/01/24	Fri. 03/01/24	Sun. 03/31/24	Mon. 04/01/24	Fri. 04/05/24	By 5pm	4/15/2024	By 5pm	Thu. 04/04/24	Mon. 04/01/24	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	Mon. 04/15/24	Noon-5pm	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	Mon. 04/29/24	Noon-5pm	Wed. 05/08/24	Sun. 04/28/24	
MO	Wed. 05/01/24	Mon. 04/01/24	Tue. 04/30/24	Wed. 05/01/24	Mon. 05/06/24	By 5pm	5/14/2024	By 5pm	Mon. 05/06/24	Wed. 05/01/24	
B2	Wed. 05/22/24	Sun. 04/28/24	Sat. 05/11/24	Sat. 05/11/24	Mon. 05/13/24	By Noon	Mon. 05/13/24	Noon-5pm	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 9am	Tue. 05/28/24	9am-11:00am	Wed. 06/05/24	Sun. 05/26/24	
MO	Fri. 05/31/24	Wed. 05/01/24	Fri. 05/31/24	Mon. 06/03/24	Thu. 06/06/24	By 5pm	6/12/2024	By 5pm	Mon. 06/03/24	Sat. 06/01/24	5/27
B2	Tue. 06/18/24	Sun. 05/26/24	Sat. 06/08/24	Sat. 06/08/24	Mon. 06/10/24	By Noon	Mon. 06/10/24	Noon-5pm	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	Mon. 06/24/24	Noon-5pm	Wed. 07/03/24	Sun. 06/23/24	06/19
MO	Mon. 07/01/24	Sat. 06/01/24	Sun. 06/30/24	Mon. 07/01/24	Mon. 07/08/24	By 5pm	7/15/2024	By 5pm	Thu. 07/04/24	Mon. 07/01/24	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	Mon. 07/08/24	Noon-5pm	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	Mon. 07/22/24	Noon-5pm	Wed. 07/31/24	Sun. 07/21/24	
MO	Thu. 08/01/24	Mon. 07/01/24	Wed. 07/31/24	Thu. 08/01/24	Tue. 08/06/24	By 5pm	8/14/2024	By 5pm	Mon. 08/05/24	Thu. 08/01/24	07/04
B1	Wed. 08/14/24	Sun. 07/21/24	Sat. 08/03/24	Sat. 08/03/24	Mon. 08/05/24	By Noon	Mon. 08/05/24	Noon-5pm	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	Mon. 08/19/24	Noon-5pm	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	Tue. 09/03/24	9am-11:00am	Wed. 09/11/24	Sun. 09/01/24	
MO	Fri. 08/30/24	Thu. 08/01/24	Sat. 08/31/24	Tue. 09/03/24	Fri. 09/06/24	By 5pm	9/16/2024	By 5pm	Mon. 09/02/24	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	Mon. 09/16/24	Noon-5pm	Wed. 09/25/24	Sun. 09/15/24	09/02

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Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	Timekeeper Sign-off	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (** Includes Accruals)	HOLIDAYS		
B1	Wed. 10/09/24	Sun. 09/15/24	Sat. 09/28/24	Sat. 09/28/24	Mon. 09/30/24	By Noon	Mon. 09/30/24	Noon-5pm	Wed. 10/09/24	Sun. 09/29/24	
MO	Tue. 10/01/24	Sun. 09/01/24	Mon. 09/30/24	Tue. 10/01/24	Fri. 10/04/24	By 5pm	10/15/2024	By 5pm	Fri. 10/04/24	Tue. 10/01/24	09/02
B2	Wed. 10/23/24	Sun. 09/29/24	Sat. 10/12/24	Sat. 10/12/24	Mon. 10/14/24	By Noon	Mon. 10/14/24	Noon-5pm	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	Mon. 10/28/24	Noon-5pm	Wed. 11/06/24	Sun. 10/27/24	
MO	Fri. 11/01/24	Tue. 10/01/24	Thu. 10/31/24	Fri. 11/01/24	Wed. 11/06/24	By 5pm	11/13/2024	By 5pm	Mon. 11/04/24	Fri. 11/01/24	
B2	Wed. 11/20/24	Sun. 10/27/24	Sat. 11/09/24	Sat. 11/09/24	Tue. 11/12/24	By 9 am	Tue. 11/12/24	9am-11:00am	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	Mon. 11/25/24	Noon-5pm	Wed. 12/04/24	Sun. 11/24/24	11/11
MO	Wed. 11/27/24	Fri. 11/01/24	Sat. 11/30/24	Mon. 12/02/24	Fri. 12/06/24	By 5pm	12/16/2024	By 5pm	Mon. 12/02/24	Sun. 12/01/24	11/11, 11/28, 11/29
B2	Wed. 12/18/24	Sun. 11/24/24	Sat. 12/07/24	Sat. 12/07/24	Mon. 12/09/24	By Noon	Mon. 12/09/24	Noon-5pm	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. 12/19/24	Noon-5pm	Thu. 01/02/25	Sun. 12/22/24	**Sign off before PPE**
MO	Thu. 01/02/25	Sun. 12/01/24	Tue. 12/31/24	Thu. 01/02/25	Tue. 01/07/25	By 5pm	1/15/2025	By 5pm	Fri. 01/03/25	Wed. 01/01/25	12/24, 12/25, 12/31
B2	Wed. 01/15/25	Sun. 12/22/24	Sat. 01/04/25	Sat. 01/04/25	Mon. 01/06/25	By Noon	Mon. 01/06/25	Noon-5pm	Wed. 01/15/25	Sun. 01/05/25	12/24,12/25, 12/31, 01/01

*B3: 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.