



## 2024 Arch Location Payroll Calendar

	SUN	MON	TUES	WED	THURS	FRI	SAT
Dec 2023	24	25	26	27	28	29 12/10 - 12/23	30
	31	1	2	3	4	5	6
Jan 2024	7	8	9	10	11	12 12/24 - 1/6	13
	14	15 Holiday	16	17	18	19	20
	21	22	23	24	25	26 1/7 - 1/20	27
	28	29	30	31	1	2	3
Feb 2024	4	5	6	7	8	9 1/21 - 2/3	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23 2/4 - 2/17	24
	25	26	27	28	29	1	2
Mar 2024	3	4	5	6	7	8 2/18 - 3/2	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 3/3 - 3/16	23
	24	25	26	27	28	29	30
	31	1 Holiday	2	3	4	5 3/17 - 3/30	6
Apr 2024	7	8	9	10	11	12	13
	14	15	16	17	18	19 3/31 - 4/13	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3 4/14 - 4/27	4
May 2024	5	6	7	8	9	10	11
	12	13	14	15	16	17 4/28 - 5/11	18
	19	20	21	22	23	24	25
	26	27 Holiday	28	29	30	31 5/12 - 5/25	1
Jun 2024	2	3	4	5	6	7	8
	9	10	11	12	13	14 5/26 - 6/8	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28 6/9 - 6/22	29
	30	1	2	3	4 Holiday	5	6

	SUN	MON	TUES	WED	THURS	FRI	SAT
Jun/Jul 2024	30	1	2	3	4 Holiday	5	6
Jul 2024	7	8	9	10	11	12 6/23 - 7/6	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26 7/7 - 7/20	27
	28	29	30	31	1	2	3
Aug 2024	4	5	6	7	8	9 7/21 - 8/3	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23 8/4 - 8/17	24
	25	26	27	28	29	30	31
Sept 2024	1	2 Holiday	3	4	5	6 8/18 - 8/31	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20 9/1 - 9/14	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4 9/15 - 9/28	5
Oct 2024	6	7	8	9	10	11	12
	13	14	15	16	17	18 9/29 - 10/12	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1 10/13 - 10/26	2
Nov 2024	3	4	5	6	7	8	9
	10	11	12	13	14	15 10/27 - 11/9	16
	17	18	19	20	21	22	23
	24	25	26	27	28 Holiday	29 11/10 - 11/23	30
Dec 2024	1	2	3	4	5	6	7
	8	9	10	11	12	13 11/24 - 12/7	14
	15	16	17	18	19	20 Holiday Begins	21
	22	23	24	25	26	27 12/8 - 12/21	28
	29	30 Holiday	31	1 JAN 25	2	3	4
	5	6	7	8	9	10 12/22 - 01/4	11

**Changes Due** Payroll Action & Stipend Request forms are due every Tuesday in non-payroll weeks for new hires, terminations, benefit related changes, and stipend requests. When preparing for hiring and terminations; please carefully examine the pay periods and their corresponding pay dates for final pay. Changes effective with the 12/27/24 and 01/10/25 pay dates are required to be submitted by Tuesday December 17, 2024.

**Approvals Due** Supervisors are required to approve timecards by Noon on Mondays in paid weeks. Locations are required to approve pay runs by Tuesdays in most paid weeks; please make note of payroll weeks that require early payroll preparation and approval.

**Pay Day** with corresponding pay periods

Catholic Center Holidays, Holy, and Feast Days

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|--------------------------------|---|
| Martin Luther King, Jr. Day    | Monday January 15th                                   |
| Easter Monday                  | Monday April 1st                                      |
| Memorial Day                   | Monday May 27th                                       |
| Independence Day               | Thursday July 4th                                     |
| Labor Day                      | Monday September 2nd                                  |
| Thanksgiving Day               | Thursday November 28th                                |
| Christmas Holiday              | Friday December 20th - Monday January 6th             |
| Catholic Center Offices Reopen | The Catholic Center reopens on Monday January 6, 2025 |