

# BI-WEEKLY TEMPORARY HOURLY AND STUDENT EMPLOYEES

## Calendar for 2024

Leave Period	Timesheet Date - From	Timesheet Date - To	Employee Deadline - 5:00 PM	Approver Deadline - 12 NOON	Deadline for Submission of paperwork for pay rate or position changes	Check Date
BW 01	12/18/23	12/31/23	1/1/2024	1/2/2024	12/13/2024	1/12/2024
BW 02	1/1/24	1/14/24	1/15/2024	1/16/2024	12/27/2024	1/26/2024
BW 03	1/15/24	1/28/24	1/29/2024	1/30/2024	1/10/2025	2/9/2024
BW 04	1/29/24	2/11/24	2/12/2024	2/13/2024	1/24/2025	2/23/2024
BW 05	2/12/24	2/25/24	2/26/2024	2/27/2024	2/7/2025	3/8/2024
BW 06	2/26/24	3/10/24	3/11/2024	3/12/2024	2/21/2025	3/22/2024
BW 07	3/11/24	3/24/24	3/25/2024	3/26/2024	3/7/2025	4/5/2024
BW 08	3/25/24	4/7/24	4/8/2024	4/9/2024	3/21/2025	4/19/2024
BW 09	4/8/24	4/21/24	4/22/2024	4/23/2024	4/4/2025	5/3/2024
BW 10	4/22/24	5/5/24	5/6/2024	5/7/2024	4/18/2025	5/17/2024
BW 11	5/6/24	5/19/24	5/20/2024	5/21/2024	5/2/2025	5/31/2024
BW 12	5/20/24	6/2/24	6/3/2024	6/4/2024	5/16/2025	6/14/2024
BW 13	6/3/24	6/16/24	6/17/2024	6/18/2024	5/30/2025	6/28/2024
BW 14	6/17/24	6/30/24	7/1/2024	7/2/2024	6/13/2025	7/12/2024
BW 15	7/1/24	7/14/24	7/15/2024	7/16/2024	6/27/2025	7/26/2024
BW 16	7/15/24	7/28/24	7/29/2024	7/30/2024	7/11/2025	8/9/2024
BW 17	7/29/24	8/11/24	8/12/2024	8/13/2024	7/25/2025	8/23/2024
BW 18	8/12/24	8/25/24	8/26/2024	8/27/2024	8/8/2025	9/6/2024
BW 19	8/26/24	9/8/24	9/9/2024	9/10/2024	8/22/2025	9/20/2024
BW 20	9/9/24	9/22/24	9/23/2024	9/24/2024	9/5/2025	10/4/2024
BW 21	9/23/24	10/6/24	10/7/2024	10/8/2024	9/19/2025	10/18/2024
BW 22	10/7/24	10/20/24	10/21/2024	10/22/2024	10/3/2025	11/1/2024
BW 23	10/21/24	11/3/24	11/4/2024	11/5/2024	10/17/2025	11/15/2024
BW 24	11/4/24	11/17/24	11/18/2024	11/19/2024	10/31/2025	11/29/2024
BW 25	11/18/24	12/1/24	12/2/2024	12/3/2024	11/14/2025	12/13/2024
BW 26	12/2/24	12/15/24	12/16/2024	12/17/2024	11/28/2025	12/27/2024