

Workday Period Schedule - Bi-Weekly Hourly Jobs

This schedule should be used when processing payments for the following groups: AMUSE, AMURE, AGSEM, MUNACA, SEU and all other casual groups.

** When long weekends and Summer Friday's are in effect, time tracking lock and deadline dates must be advanced by the corresponding number of days.

Pay Period Start Date	Pay Period End Date	Time Tracking Entry Open Date for this pay period ¹	Time Tracking Entry Lock Date for this pay period ²	Deadline Date Approved/Completed Business Process ³ Requests that impact Payroll	Pay Period Payment Date	Pay Period ID	Comment
10-Dec-2023	23-Dec-2023	9-Dec-2023	20-Dec-2023	20-Dec-2023	Thursday, January 4, 2024	B2-01	Note: Lock and deadline advanced due to Xmas Holidays
24-Dec-2023	6-Jan-2024	23-Dec-2023	10-Jan-2024	10-Jan-2024	Thursday, January 18, 2024	B2-02	
7-Jan-2024	20-Jan-2024	6-Jan-2024	24-Jan-2024	24-Jan-2024	Thursday, February 1, 2024	B2-03	
21-Jan-2024	3-Feb-2024	20-Jan-2024	7-Feb-2024	7-Feb-2024	Thursday, February 15, 2024	B2-04	
4-Feb-2024	17-Feb-2024	3-Feb-2024	21-Feb-2024	21-Feb-2024	Thursday, February 29, 2024	B2-05	
18-Feb-2024	2-Mar-2024	17-Feb-2024	6-Mar-2024	6-Mar-2024	Thursday, March 14, 2024	B2-06	
3-Mar-2024	16-Mar-2024	2-Mar-2024	20-Mar-2024	20-Mar-2024	Thursday, March 28, 2024	B2-07	
17-Mar-2024	30-Mar-2024	16-Mar-2024	3-Apr-2024	3-Apr-2024	Thursday, April 11, 2024	B2-08	
31-Mar-2024	13-Apr-2024	30-Mar-2024	17-Apr-2024	17-Apr-2024	Thursday, April 25, 2024	B2-09	
14-Apr-2024	27-Apr-2024	13-Apr-2024	1-May-2024	1-May-2024	Thursday, May 9, 2024	B2-10	
28-Apr-2024	11-May-2024	27-Apr-2024	15-May-2024	15-May-2024	Thursday, May 23, 2024	B2-11	
12-May-2024	25-May-2024	11-May-2024	29-May-2024	29-May-2024	Thursday, June 6, 2024	B2-12	
26-May-2024	8-Jun-2024	25-May-2024	12-Jun-2024	12-Jun-2024	Thursday, June 20, 2024	B2-13	
9-Jun-2024	22-Jun-2024	8-Jun-2024	26-Jun-2024	26-Jun-2024	Thursday, July 4, 2024	B2-14	
23-Jun-2024	6-Jul-2024	22-Jun-2024	10-Jul-2024	10-Jul-2024	Thursday, July 18, 2024	B2-15	
7-Jul-2024	20-Jul-2024	6-Jul-2024	24-Jul-2024	24-Jul-2024	Thursday, August 1, 2024	B2-16	
21-Jul-2024	3-Aug-2024	20-Jul-2024	7-Aug-2024	7-Aug-2024	Thursday, August 15, 2024	B2-17	
4-Aug-2024	17-Aug-2024	3-Aug-2024	21-Aug-2024	21-Aug-2024	Thursday, August 29, 2024	B2-18	
18-Aug-2024	31-Aug-2024	17-Aug-2024	4-Sep-2024	4-Sep-2024	Thursday, September 12, 2024	B2-19	
1-Sep-2024	14-Sep-2024	31-Aug-2024	18-Sep-2024	18-Sep-2024	Thursday, September 26, 2024	B2-20	
15-Sep-2024	28-Sep-2024	14-Sep-2024	2-Oct-2024	2-Oct-2024	Thursday, October 10, 2024	B2-21	
29-Sep-2024	12-Oct-2024	28-Sep-2024	16-Oct-2024	16-Oct-2024	Thursday, October 24, 2024	B2-22	
13-Oct-2024	26-Oct-2024	12-Oct-2024	30-Oct-2024	30-Oct-2024	Thursday, November 7, 2024	B2-23	
27-Oct-2024	9-Nov-2024	26-Oct-2024	13-Nov-2024	13-Nov-2024	Thursday, November 21, 2024	B2-24	
10-Nov-2024	23-Nov-2024	9-Nov-2024	27-Nov-2024	27-Nov-2024	Thursday, December 5, 2024	B2-25	
24-Nov-2024	7-Dec-2024	23-Nov-2024	9-Dec-2024	9-Dec-2024	Thursday, December 19, 2024	B2-26	Note: Lock and deadline advanced due to Xmas Holidays
8-Dec-2024	21-Dec-2024	7-Dec-2024	19-Dec-2024	19-Dec-2024	Tuesday, December 31, 2024	B2-27	Note: Lock and deadline advanced due to Xmas Holidays

¹ Time Tracking Entry opens at midnight

² Time Tracking Entry locks at end of day (11:59 pm) and prohibits further entry for the given pay period.

³ Includes approved hires, terminations, costing allocation changes, leaves of absence, compensation changes, one-time payments etc.