



# 2024 US Weekly Payroll Schedule

2024

Vensure HR

Payroll Hotline 1.833.302.0020

\* Please Note Cut-Off Day is TUESDAY unless there is a Holiday \*

Month	Work Week 1 = Sunday - Saturday 2 = Monday - Sunday	Pay Period	Time Card Approval Cut-off 10:00 AM - PST	Pay Date
DEC	1	24 Dec - 30 Dec	2 Jan	5 Jan
DEC	2	25 Dec - 31 Dec	2 Jan	5 Jan
JAN	1	31 Dec - 06 Jan	9 Jan	12 Jan
JAN	2	01 Jan - 07 Jan	9 Jan	12 Jan
JAN	1	07 Jan - 13 Jan	16 Jan	19 Jan
JAN	2	08 Jan - 14 Jan	16 Jan	19 Jan
JAN	1	14 Jan - 20 Jan	23 Jan	26 Jan
JAN	2	15 Jan - 21 Jan	23 Jan	26 Jan
JAN	1	21 Jan to 27 Jan	30 Jan	2 Feb
JAN	2	22 Jan - 28 Jan	30 Jan	2 Feb
FEB	1	28 Jan - 03 Feb	6 Feb	9 Feb
FEB	2	29 Jan - 04 Feb	6 Feb	9 Feb
FEB	1	04 Feb - 10 Feb	13 Feb	16 Feb
FEB	2	05 Feb - 11 Feb	13 Feb	16 Feb
FEB	1	11 Feb - 17 Feb	20 Feb	23 Feb
FEB	2	12 Feb - 18 Feb	20 Feb	23 Feb
FEB	1	18 Feb - 24 Feb	27 Feb	1 Mar
FEB	2	19 Feb - 25 Feb	27 Feb	1 Mar
MAR	1	25 Feb - 02 Mar	5 Mar	8 Mar
MAR	2	26 Feb - 03 Mar	5 Mar	8 Mar
MAR	1	03 Mar - 09 Mar	12 Mar	15 Mar
MAR	2	04 Mar - 10 Mar	12 Mar	15 Mar
MAR	1	10 Mar - 16 Mar	19 Mar	22 Mar
MAR	2	11 Mar - 17 Mar	19 Mar	22 Mar
MAR	1	17 Mar - 23 Mar	26 Mar	29 Mar
MAR	2	18 Mar - 24 Mar	26 Mar	29 Mar
MAR	1	24 Mar - 30 Mar	2 Apr	5 Apr
MAR	2	25 Mar - 31 Mar	2 Apr	5 Apr
APR	1	31 Mar - 06 Apr	9 Apr	12 Apr
APR	2	01 Apr - 07 Apr	9 Apr	12 Apr
APR	1	07 Apr - 13 Apr	16 Apr	19 Apr
APR	2	08 Apr - 14 Apr	16 Apr	19 Apr
APR	1	14 Apr - 20 Apr	23 Apr	26 Apr
APR	2	15 Apr - 21 Apr	23 Apr	26 Apr
APR	1	21 Apr - 27 Apr	30 Apr	3 May



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APR	2	22 Apr - 28 Apr	30 Apr	3 May
MAY	1	28 Apr - 04 May	7 May	10 May
MAY	2	29 Apr - 05 May	7 May	10 May
MAY	1	05 May - 11 May	14 May	17 May
MAY	2	06 May - 12 May	14 May	17 May
MAY	1	12 May - 18 May	21 May	24 May
MAY	2	13 May - 19 May	21 May	24 May
MAY	1	19 May - 25 May	28 May	31 May
MAY	2	20 May - 26 May	28 May	31 May
JUN	1	26 May - 01 Jun	4 Jun	7 Jun
JUN	2	27 May - 02 Jun	4 Jun	7 Jun
JUN	1	02 Jun - 08 Jun	11 Jun	14 Jun
JUN	2	03 Jun - 09 Jun	11 Jun	14 Jun
JUN	1	09 Jun - 15 Jun	17 Jun	21 Jun
JUN	2	10 Jun - 16 Jun	17 Jun	21 Jun
JUN	1	16 Jun - 22 Jun	25 Jun	28 Jun
JUN	2	17 Jun - 23 Jun	25 Jun	28 Jun
JUN	1	23 Jun - 29 Jun	1 Jul	5 Jul
JUN	2	24 Jun - 30 Jun	1 Jul	5 Jul
JUL	1	30 Jun - 06 Jul	9 Jul	12 Jul
JUL	2	01 Jul - 07 Jul	9 Jul	12 Jul
JUL	1	07 Jul - 13 Jul	16 Jul	19 Jul
JUL	2	08 Jul - 14 Jul	16 Jul	19 Jul
JUL	1	14 Jul - 20 Jul	23 Jul	26 Jul
JUL	2	15 Jul - 21 Jul	23 Jul	26 Jul
JUL	1	21 Jul - 27 Jul	30 Jul	2 Aug
JUL	2	22 Jul - 28 Jul	30 Jul	2 Aug
AUG	1	28 Jul - 03 Aug	6 Aug	9 Aug
AUG	2	29 Jul - 04 Aug	6 Aug	9 Aug
AUG	1	04 Aug - 10 Aug	13 Aug	16 Aug
AUG	2	05 Aug - 11 Aug	13 Aug	16 Aug
AUG	1	11 Aug - 17 Aug	20 Aug	23 Aug
AUG	2	12 Aug - 18 Aug	20 Aug	23 Aug
AUG	1	18 Aug - 24 Aug	27 Aug	30 Aug
AUG	2	19 Aug - 25 Aug	27 Aug	30 Aug



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AUG	1	25 Aug - 31 Aug	3 Sep	6 Sep
SEP	2	26 Aug - 01 Sep	3 Sep	6 Sep
SEP	1	01 Sep - 07 Sep	10 Sep	13 Sep
SEP	2	02 Sep - 08 Sep	10 Sep	13 Sep
SEP	1	08 Sep - 14 Sep	17 Sep	20 Sep
SEP	2	09 Sep - 15 Sep	17 Sep	20 Sep
SEP	1	15 Sep - 21 Sep	24 Sep	27 Sep
SEP	2	16 Sep - 22 Sep	24 Sep	27 Sep
SEP	1	22 Sep - 28 Sep	1 Oct	4 Oct
SEP	2	23 Sep - 29 Sep	1 Oct	4 Oct
OCT	1	29 Sep - 05 Oct	8 Oct	11 Oct
OCT	2	30 Sep - 06 Oct	8 Oct	11 Oct
OCT	1	06 Oct - 12 Oct	15 Oct	18 Oct
OCT	2	07 Oct - 13 Oct	15 Oct	18 Oct
OCT	1	13 Oct - 19 Oct	22 Oct	25 Oct
OCT	2	14 Oct - 20 Oct	22 Oct	25 Oct
OCT	1	20 Oct - 26 Oct	29 Oct	1 Nov
OCT	2	21 Oct - 27 Oct	29 Oct	1 Nov
NOV	1	27 Oct - 02 Nov	5 Nov	8 Nov
NOV	2	28 Oct - 03 Nov	5 Nov	8 Nov
NOV	1	03 Nov - 09 Nov	12 Nov	15 Nov
NOV	2	04 Nov - 10 Nov	12 Nov	15 Nov
NOV	1	10 Nov - 16 Nov	19 Nov	22 Nov
NOV	2	11 Nov - 17 Nov	19 Nov	22 Nov
NOV	1	17 Nov - 23 Nov	25 Nov	29 Nov
NOV	2	18 Nov - 24 Nov	25 Nov	29 Nov
NOV	1	24 Nov - 30 Nov	3 Dec	6 Dec
DEC	2	25 Nov - 01 Dec	3 Dec	6 Dec
DEC	1	01 Dec - 07 Dec	10 Dec	13 Dec
DEC	2	02 Dec - 08 Dec	10 Dec	13 Dec
DEC	1	08 Dec - 14 Dec	17 Dec	20 Dec
DEC	2	09 Dec - 15 Dec	17 Dec	20 Dec
DEC	1	15 Dec - 21 Dec	23 Dec	27 Dec
DEC	2	16 Dec - 22 Dec	23 Dec	27 Dec



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- Hours are to be entered weekly (end of Friday or Sunday for those that work weekends)
- Please enter "0" for any day you did not work, including weekends and Statutory holidays.
- If applicable, consultant expenses are paid out once they are approved. Expenses should be entered and follow the same schedule as submitted time. If submitted late, expenses will be paid out next scheduled pay date.
- Invoices are not required by TEEMA. However, consultants are recommended to create invoices for personal record keeping. Invoices should correspond with monthly approved hours worked