



2024 US W2 Weekly Payroll Schedule

Management Solution (Vensure HR)

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

2024

Payroll Hotline 1.833.302.0020

Month	Work Week 2 = Monday - Sunday	Pay Period	Time Card Approval Cut-off 10:00 AM - PST	Pay Date
DEC	2	25 Dec- 31 Dec	3 Jan	5 Jan
JAN	2	01 Jan - 07 Jan	10 Jan	12 Jan
JAN	2	08 Jan - 14 Jan	17 Jan	19 Jan
JAN	2	15 Jan - 21 Jan	24 Jan	26 Jan
JAN	2	22 Jan - 28 Jan	31 Jan	2 Feb
FEB	2	29 Jan - 04 Feb	7 Feb	9 Feb
FEB	2	05 Feb - 11 Feb	14 Feb	16 Feb
FEB	2	12 Feb - 18 Feb	21 Feb	23 Feb
FEB	2	19 Feb - 25 Feb	28 Feb	1 Mar
MAR	2	26 Feb - 03 Mar	6 Mar	8 Mar
MAR	2	04 Mar - 10 Mar	13 Mar	15 Mar
MAR	2	11 Mar - 17 Mar	20 Mar	22 Mar
MAR	2	18 Mar - 24 Mar	27 Apr	29 Mar
MAR	2	25 Mar - 31 Mar	3 Apr	5 Apr
APR	2	01 Apr - 07 Apr	10 Apr	12 Apr
APR	2	08 Apr - 14 Apr	17 Apr	19 Apr
APR	2	15 Apr - 21 Apr	24 Apr	26 Apr
APR	2	22 Apr - 28 Apr	1 May	3 May
MAY	2	29 Apr - 05 May	8 May	10 May
MAY	2	06 May - 12 May	15 May	17 May
MAY	2	13 May - 19 May	22 May	24 May
MAY	2	20 May - 26 May	29 May	31 May
JUN	2	27 May - 02 Jun	5 Jun	7 Jun
JUN	2	03 Jun - 09 Jun	12 Jun	14 Jun
JUN	2	10 Jun - 16 Jun	18 Jun	21 Jun
JUN	2	17 Jun - 23 Jun	26 Jun	28 Jun
JUN	2	24 Jun - 30 Jun	2 Jul	5 Jul
JUL	2	01 Jul - 07 Jul	10 Jul	12 Jul
JUL	2	08 Jul - 14 Jul	17 Jul	19 Jul
JUL	2	15 Jul - 21 Jul	24 Jul	26 Jul
JUL	2	22 Jul - 28 Jul	31 Jul	2 Aug
AUG	2	29 Jul - 04 Aug	7 Aug	9 Aug
AUG	2	05 Aug - 11 Aug	14 Aug	16 Aug
AUG	2	12 Aug - 18 Aug	21 Aug	23 Aug
AUG	2	19 Aug - 25 Aug	28 Aug	30 Aug



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SEP	2	26 Aug -01 Sep	4 Sep	6 Sep
SEP	2	02 Sep - 08 Sep	11 Sep	13 Sep
SEP	2	09 Sep - 15 Sep	18 Sep	20 Sep
SEP	2	16 Sep - 22 Sep	25 Sep	27 Sep
SEP	2	23 Sep - 29 Sep	2 Oct	4 Oct
OCT	2	30 Sep - 06 Oct	9 Oct	11 Oct
OCT	2	07 Oct - 13 Oct	16 Oct	18 Oct
OCT	2	14 Oct - 20 Oct	23 Oct	25 Oct
OCT	2	21 Oct - 27 Oct	30 Oct	1 Nov
NOV	2	28 Oct - 03 Nov	6 Nov	8 Nov
NOV	2	04 Nov - 10 Nov	13 Nov	15 Nov
NOV	2	11 Nov - 17 Nov	20 Nov	22 Nov
NOV	2	18 Nov - 24 Nov	26 Nov	29 Nov
DEC	2	25 Nov - 01 Dec	4 Dec	6 Dec
DEC	2	02 Dec - 08 Dec	11 Dec	13 Dec
DEC	2	09 Dec - 15 Dec	18 Dec	20 Dec
DEC	2	16 Dec - 22 Dec	24 Dec	27 Dec

- 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