



## 2024 TIMECARD DEADLINES – Northern Utah

<https://www.opentimeclock.com/t1/index.html>

**Pay periods are Every 2-Weeks (Sunday – Saturday)**

**Pay Days are typically every other Thursday** (depending on holidays)

- **Log into Time Clock and Verify your Hours BEFORE Timecards are Due!**
- Notify your Manager if there are any Errors.
- Managers will check Timecards each SUNDAY and adjust if/as needed.

**REMINDER: Set up your account with [workforce.intuit.com](https://workforce.intuit.com) to view your paystubs and accrued PTO online.**

<u>PAY PERIOD</u>	<u>APPROVE by 8:00 am</u>	<u>PAY DAY</u>
Dec 24 – Jan 6	January 7, 2024	January 11, 2024
Jan 7 – Jan 20	January 21, 2024	January 25, 2024
Jan 21 – Feb 3	February 4, 2024	February 8, 2024
Feb 4 – Feb 17	February 18, 2024	February 22, 2024
Feb 19 – Mar 2	March 3, 2024	March 7, 2024
Mar 3 – Mar 16	March 17, 2024	March 21, 2024
Mar 17 – Mar 30	March 31, 2024	April 4, 2024
Mar 31 – Apr 13	April 14, 2024	April 18, 2024
Apr 14 – Apr 27	April 28, 2024	May 2, 2024
Apr 28 – May 11	May 12, 2024	May 16, 2024
May 12 – May 25	May 26, 2024	May 30, 2024
May 26 – Jun 8	June 9, 2024	June 13, 2024
Jun 9 – Jun 22	June 23, 2024	June 27, 2024
Jun 23 – Jul 6	July 7, 2024	July 11, 2024
Jul 7 – Jul 20	July 21, 2024	July 25, 2024
Jul 21 – Aug 3	August 4, 2024	August 8, 2024
Aug 4 – Aug 17	August 18, 2024	August 22, 2024
Aug 18 – Aug 31	September 1, 2024	September 5, 2024
Sep 1 – Sep 14	September 15, 2024	September 19, 2024
Sep 15 – Sep 28	September 29, 2024	October 3, 2024
Sep 29 – Oct 12	October 13, 2024	October 17, 2024
Oct 13 – Oct 26	October 27, 2024	October 31, 2024
Oct 27 – Nov 9	November 10, 2024	November 14, 2024
Nov 10 – Nov 23	November 24, 2024	November 28, 2024
Nov 24 – Dec 7	December 8, 2024	December 12, 2024
Dec 8 – Dec 21	December 22, 2024	December 26, 2024
Dec 22 – Jan 4	January 5, 2025	January 9, 2025