



2024 TIMECARD DEADLINES – Seasonal Sites

<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 to view your paystubs and accrued PTO online.

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