

12/17/23 – 1/11/25 HCW Payroll Calendar

December 2023

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31 	25	26	27	28	29	30

January 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
	1 H	2	3	4 	5	6
7	8	9	10	11	12	13
14 	15 H	16 LO	17 \$	18 	19	20
21	22	23	24	25	26	27
28 	29	30 \$	31 			

February 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
				1	2	3
4	5	6	7	8	9	10
11 	12 \$	13	14 	15	16	17
18	19 H	20	21	22	23	24
25 	26 LO	27 \$	28 	29		

Key: =All Time Entries Due =Pay Period Starts **\$**=Payment Processing Date
 =Pay Period Ends **H**=Holiday/Office Closure **LO**=Local Office Time Entry Deadline

March 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
					1	2
3	4	5	6	7	8	9
10	\$	12	●	14	15	16
17	18	19	20	21	22	23
24/31 /	\$	26	●	28	29	30

April 2024









<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
	1	2	3	4	5	6
7	\$	9	●	11	12	13
14	15	16	17	18	19	20
21	\$	23	●	25	26	27
28	29	30				

May 2024








<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
			1	2	3	4
5	\$	7	●	9	10	11
12	13	14	15	16	17	18
19	\$	21	●	23	24	25
26	H	28	29	30	31	

Key: ● = All Time Entries Due ▲ = Pay Period Starts \$ = Payment Processing Date
 ■ = Pay Period Ends H = Holiday/Office Closure LO = Local Office Time Entry Deadline







June 2024




Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
						 1
 2	LO 3	\$ 4	 5	6	7	8
9	10	11	12	13	LO 14	 15
 16	\$ 17	18	H 19	 20	21	22
 23/30	24	25	26	27	28	 29

July 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
	LO 1	\$ 2	 3	H 4	5	6
7	8	9	10	11	12	 13
 14	LO 15	\$ 16	 17	18	19	20
21	22	23	24	25	LO 26	 27
 28	\$ 29	30	 31			

August 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
				1	2	3
4	5	6	7	8	LO 9	 10
 11	\$ 12	13	 14	15	16	17
18	19	20	21	22	LO 23	 24
 25	\$ 26	27	 28	29	30	31

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September 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
1	2 H	3	4	5	6	7
8	9 LO	10 \$	11 	12	13	14
15	16	17	18	19	20 LO	21
22	23 \$	24	25 	26	27	28
29	30					

October 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
		1	2	3	4 LO	5
6	7 \$	8	9 	10	11	12
13	14 • H	15	16	17	18	19
20	21 LO	22 \$	23 	24	25	26
27	28	29	30	31		

November 2024

<u>Sun.</u>	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>	<u>Sat.</u>
					1 LO	2
3	4 \$	5	6 	7	8	9
10	11 H	12	13	14	15	16
17	18 LO	19 \$	20 	21	22	23
24	25	26	27	28 H	29 H	30


Key: =All Time Entries Due =Pay Period Starts \$=Payment Processing Date
 =Pay Period Ends H=Holiday/Office Closure LO=Local Office Time Entry Deadline

December 2024

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1	2	3 LO	4 \$	5	6	7
8	9	10	11	12	13 LO	14
15	16 \$	17	18	19	20	21
22	23	24	25 H	26	27	28
29	30 LO	31 \$				


January 2025







Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
			1 H	2	3	4
5	6	7	8	9	10	11
12	13 LO	14 \$	15	16	17	18
19	20 H	21	22	23	24	25
26	27 LO	28 \$	29	30	31	

 = **Submit all Time Entries Correctly by this Date:** The deadline that time entries must be submitted in PTC DCI to be paid on time for that pay period. HCWs have 3 business days after the end of the pay period to submit correctly completed time entries.

Correctly completed time entries that are not submitted on time may not be paid on the pay processing date. This deadline is 3 business days after the end of the pay period.

 = **Service Period Start/**  = **End Date:** The dates that pay periods start and end.

 = **Payment Processing Date:** The date that checks are mailed, and direct deposits are transferred to the HCW's financial institution.

Key:  = All Time Entries Due  = Pay Period Starts  = Payment Processing Date
 = Pay Period Ends  = Holiday/Office Closure  = Local Office Time Entry Deadline





- Checks may be received 1-3 business days after the check date, depending on mail service. Direct deposits will be available approximately 3 business days after the pay process date.

LO =Local Office Time Entry Deadline: The deadline for local offices to enter all correctly completed time entries that were submitted on time. Entries must be entered no later than 7:00 PM into the system. The deadline is calculated by counting 7 business days after the time entries deadline.

H =Holidays / Office Closures: During the current CBA timeframe.

- The local offices are not closed on this day; however, it is a federal holiday impacting the payment processing timeframes.

➤ **Contacts:** APD Hotline: 1-844-369-4164 / SEIU Member Resource Center: 1-844-503-SEIU (7348).

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 =Pay Period Ends **H**=Holiday/Office Closure **LO**=Local Office Time Entry Deadline