

CITY HALL CLOSED PAY PERIOD START DATE HOLIDAY Time Entry Batches due to Payroll by 3pm P=Payday

JANUARY calendar grid with dates 1-31, highlighting holidays (H) and pay periods (P1-P2) with start dates.

FEBRUARY calendar grid with dates 1-28, highlighting holidays (H) and pay periods (P3-P4) with start dates.

MARCH calendar grid with dates 1-31, highlighting pay periods (P5-P6) and start dates.

APRIL calendar grid with dates 1-30, highlighting pay periods (P7-P8) and start dates.

MAY calendar grid with dates 1-31, highlighting pay periods (P9-P10) and start dates.

JUNE calendar grid with dates 1-30, highlighting pay periods (P11-P12) and start dates.

JULY calendar grid with dates 1-31, highlighting pay periods (P13-P15) and start dates.

AUGUST calendar grid with dates 1-27, highlighting pay periods (P16-P17) and start dates.

SEPTEMBER calendar grid with dates 1-30, highlighting pay periods (P18-P19) and start dates.

OCTOBER calendar grid with dates 1-31, highlighting pay periods (P20-P22) and start dates.

NOVEMBER calendar grid with dates 1-30, highlighting pay periods (P23-P24) and start dates.

DECEMBER calendar grid with dates 1-31, highlighting pay periods (P25-P26) and start dates.

\* Holidays falling on a Friday (and are a regular day off) may be banked for future use.