



Janus Youth Programs

Important Payroll Information 2024

Last day of Pay Period	Timesheets Due End of Day	Pay Date	Last day of Pay Period	Timesheets Due End of Day	Pay Date	Holidays 2024	SCHEDULE A* - Observed Holidays	SCHEDULE B** - Observed Day of Holiday
12/31/2023	12/31/2023	1/5/2024	7/15/2024	7/16/2024	7/19/2024			
1/15/2024	1/16/2024	1/19/2024	7/31/2024	8/1/2024	8/5/2024	New Years Day 2024	Monday 1/1/2024	Monday 1/1/2024
1/31/2024	2/1/2024	2/5/2024	8/15/2024	8/16/2024	8/20/2024	Martin Luther King Day	Monday 1/15/2024	Monday 1/15/2024
2/15/2024	2/16/2024	2/21/2024	8/31/2024	9/2/2024	9/5/2024	Memorial Day	Monday 5/27/2024	Monday 5/27/2024
2/29/2024	3/1/2024	3/5/2024	9/15/2024	9/16/2024	9/20/2024	Juneteenth	Wednesday 6/19/2024	Wednesday 6/19/2024
3/15/2024	3/18/2024	3/20/2024	9/30/2024	10/1/2024	10/4/2024	Independence Day	Thursday 7/4/2024	Thursday 7/4/2024
3/31/2024	4/1/2024	4/5/2024	10/15/2024	10/16/2024	10/18/2024	Labor Day	Monday 9/2/2024	Monday 9/2/2024
4/15/2024	4/16/2024	4/19/2024	10/31/2024	11/1/2024	11/5/2024	Thanksgiving Day	Thursday 11/28/2024	Thursday 11/28/2024
4/30/2024	5/1/2024	5/3/2024	11/15/2024	11/18/2024	11/20/2024	Christmas Day	Wednesday 12/25/2024	Wednesday 12/25/2024
5/15/2024	5/16/2024	5/20/2024	11/30/2024	12/2/2024	12/5/2024	New Years Day 2025	Wednesday 1/1/2025	Wednesday 1/1/2025
5/31/2024	6/1/2024	6/5/2024	12/15/2024	12/16/2024	12/20/2024	*Holiday Schedule A: Employees receive up to 8 hours of holiday pay based on FTE (less than 100% FTE is prorated). Eligible staff work in programs that close on Holidays; Positions designated as Schedule A by union contract or programmatic rules		
6/15/2024	6/17/2024	6/20/2024	12/31/2024	1/2/2025	1/3/2025			
6/30/2024	7/1/2024	7/5/2024						
IMPORTANT INFORMATION:						**Holiday Schedule B: Employees are paid time and a half for hours worked on holiday. Eligible staff - provide direct care services in programs that do not close for the holiday or designated as schedule B by union contract, programmatic rules, etc		
HR Actions for changes to position, wage, FTE, etc. MUST be completed prior to the end of the pay period to be included in payroll								
All Supplemental income must be entered and approved by the end of the day on Timesheet Due Date!								
Mileage and Parking is entered in the expense/supplement tab on your timesheet. Total miles and total of parking reimbursement must be entered and support documentation uploaded by the end of the pay period for supervisors to approve.								