

# 2023-2024 Hill College Payroll Calendar

<b>SD</b>	Staff Development: All Staff Day
<b>EP</b>	End of Pay Period- Hourly
<b>PD</b>	Payday
<b>TC</b>	Timecards Due
<b>SH</b>	Scheduled Holidays
<b>CC</b>	Campus Closed for Summer

## Holidays & Important Dates

**September 4:** Labor Day  
**November 22-24:** Thanksgiving Break  
**December 21-29:** Christmas Break  
**January 1-3:** Christmas Break  
**January 5:** All Staff Day  
**January 15:** MLK Day  
**March 11-15:** Spring Break  
**March 29:** Good Friday (Easter)  
**May 13:** Summer Hours Begin  
**May 27:** Memorial Day  
**June 19:** Juneteenth  
**July 4:** Independence Day  
**August 9:** Summer Hours End  
**August 15:** New Hire Orientation  
**August 16:** All Staff Day

Administrative Offices Closed During all Holidays

Administrative Offices are closed every Friday during Summer Hours

### Pay Periods

Hourly Employees

21<sup>st</sup> of every month – 20<sup>th</sup> of current month

Salaried Employees

1<sup>st</sup> of the month – Last Day of the current month

- Officially, Payday is the 1<sup>st</sup> of each month. As a courtesy Hill College pays around the 27<sup>th</sup>.
- Monthly timecard deadlines vary due to College closures.
- Timecards and time-off request must be approved by direct supervisor.



## HILL COLLEGE PAYROLL CALENDAR

### SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31