

Pay Period Record Schedule - 2024

Pay Period Start	Pay Period Ends	Timesheet Due	Pay Date	HOLIDAYS
12/31/2023	01/13/2024	01/11/2024	1.19.24	Monday, 1/01/2024 - New Year's Day
01/14/2024	01/27/2024	01/29/2024	2.2.24	Monday, 1/15/2024 - Martin Luther King, Jr.
01/28/2024	02/10/2024	02/9/2024	2.16.24	
02/11/2024	02/24/2024	02/26/2024	3.1.24	Monday, 02/19/2024 - Washington's Birthday
02/25/2024	03/09/2024	03/11/2024	3.15.24	
03/10/2024	03/23/2024	03/25/2024	3.29.24	
03/24/2024	04/06/2024	04/08/2024	4.12.24	
04/07/2024	04/20/2024	04/22/2024	4.26.24	
04/21/2024	05/04/2024	05/06/2024	5.10.24	
05/05/2024	05/18/2024	05/20/2024	5.24.24	
05/19/2024	06/01/2024	06/03/2024	6.7.24	Monday, 05/27/2024 - Memorial Day
06/02/2024	06/15/2024	06/14/2024	6.21.24	
06/16/2024	06/29/2024	06/28/2024	7.5.24	Wednesday, 06/19/2024 - Juneteenth Independence Day
06/30/2024	07/13/2024	07/15/2024	7.19.24	Thursday, 07/04/2024 - Independence Day
07/14/2024	07/27/2024	07/29/2024	8.2.24	
07/28/2024	08/10/2024	08/12/2024	8.16.24	
08/11/2024	08/24/2024	08/26/2024	8.30.24	
08/25/2024	09/07/2024	09/09/2024	9.13.24	Monday, 09/02/2024 - Labor Day
09/08/2024	09/21/2024	09/23/2024	9.27.24	
09/22/2024	10/05/2024	10/07/2024	10.11.24	
10/06/2024	10/19/2024	10/21/2024	10.25.24	Monday, 10/14/2024 - Columbus Day
10/20/2024	11/02/2024	11/04/2024	11.8.24	
11/03/2024	11/16/2024	11/18/2024	11.22.24	Friday, 11/11/2024 - Veterans Day
11/17/2024	11/30/2024	12/02/2024	12.6.24	Thursday, 11/28/2024 - Thanksgiving Day
12/01/2024	12/14/2024	12/16/2024	12.20.24	
12/15/2024	12/28/2024	12/27/2024	1.3.25	Wednesday, 12/25/2024 - Christmas Day

All CARES employees are reminded that if you work at least 7 ½ hours or longer daily, you MUST take a 30 minute without pay lunch period which should begin no later than 5 hours after the start of your workday. This 30-minute unpaid lunch period MUST be included in the calculation of your hours each day AND reported on your timesheet. If you work 7 ½ hours or longer per day and do not record a 30-minute lunch period on your timesheet, you will be asked to correct your timesheet and resubmit.

- Please note dates above when timesheets are due in the CARES Office. **Timesheets must be submitted no later than 9:00am on the date due.**
- **When a Holiday falls on a Monday, timesheets are due the previous Friday no later than 9:00 am**
- **It is your responsibility to secure your supervisor's signature.**
- In the case of VA employees, it is your responsibility and that of your supervisor to assure, document and certify the hours being worked for CARES are separate and distinct from those worked for the VA.
- Should you have any questions, please contact me by email: Celia Vega (celia.vega@va.gov)
- **When submitting timesheets via email, please also cc: April Morales (april.morales@va.gov)**