

**PAYROLL-PERSONNEL SCHEDULE 2023-2024 - One Solution Schedule**

**\*\*schedule/process subject to change once Workday is implemented**

PP No.	Pay Period	PP Begins Saturday	PPF's Due in HR by 3:00 p.m.	PPF's entered	PR Opens Timecard Online	PP Ends Friday	Timecard Closes @ 10:00 a.m.	Employee Paid
22	2301220	10/07/23	10/09/23	10/12/23	10/12/23	10/20/23	10/23/23	10/27/23
23	2301230	10/21/23	10/23/23	10/26/23	10/26/23	11/03/23	11/01/23	11/09/23
24	2301240	11/04/23	11/02/23	11/08/23	11/08/23	11/17/23	11/14/23	11/22/23
25	2301250	11/18/23	11/15/23	11/21/23	11/21/23	12/01/23	12/04/23	12/08/23
26	2301260	12/02/23	12/04/23	12/07/23	12/07/23	12/15/23	12/13/23	12/21/23
1	2401010	12/16/23	12/18/23	12/20/23	12/21/23	12/29/23	12/28/23	01/05/24
2	2401020	12/30/23	12/29/23	01/04/24	01/04/24	01/12/24	01/11/24	01/19/24
3	2401030	01/13/24	01/11/24	01/18/24	01/18/24	01/26/24	01/29/24	02/02/24
4	2401040	01/27/24	01/29/24	02/01/24	02/01/24	02/09/24	02/12/24	02/16/24
5	2401050	02/10/24	02/12/24	02/15/24	02/15/24	02/23/24	02/26/24	03/01/24
6	2401060	02/24/24	02/26/24	02/29/24	02/29/24	03/08/24	03/11/24	03/15/24
7	2401070	03/09/24	03/11/24	03/14/24	03/14/24	03/22/24	03/25/24	03/29/24
8	2401080	03/23/24	03/25/24	03/28/24	03/28/24	04/05/24	04/08/24	04/12/24
9	2401090	04/06/24	04/08/24	04/11/24	04/11/24	04/19/24	04/22/24	04/26/24
10	2401100	04/20/24	04/22/24	04/25/24	04/25/24	05/03/24	05/06/24	05/10/24
11	2401110	05/04/24	05/06/24	05/09/24	05/09/24	05/17/24	05/20/24	05/24/24
12	2401120	05/18/24	05/20/24	05/23/24	05/23/24	05/31/24	06/03/24	06/07/24
13	2401130	06/01/24	06/03/24	06/06/24	06/06/24	06/14/24	06/12/24	06/21/24
14	2401140	06/15/24	06/13/24	06/20/24	06/20/24	06/28/24	06/27/24	07/05/24
15	2401150	06/29/24	06/27/24	07/03/24	07/04/24	07/12/24	07/15/24	07/19/24
16	2401160	07/13/24	07/15/24	07/18/24	07/18/24	07/26/24	07/29/24	08/02/24
17	2401170	07/27/24	07/29/24	08/01/24	08/01/24	08/09/24	08/12/24	08/16/24
18	2401180	08/10/24	08/12/24	08/15/24	08/15/24	08/23/24	08/26/24	08/30/24
19	2401190	08/24/24	08/26/24	08/29/24	08/29/24	09/06/24	09/09/24	09/13/24
20	2401200	09/07/24	09/09/24	09/12/24	09/12/24	09/20/24	09/23/24	09/27/24
21	2401210	09/21/24	09/23/24	09/26/24	09/26/24	10/04/24	10/07/24	10/11/24
22	2401220	10/05/24	10/07/24	10/10/24	10/10/24	10/18/24	10/21/24	10/25/24
23	2401230	10/19/24	10/21/24	10/24/24	10/24/24	11/01/24	11/04/24	11/08/24
24	2401240	11/02/24	11/04/24	11/07/24	11/07/24	11/15/24	11/18/24	11/22/24
25	2401250	11/16/24	11/18/24	11/21/24	11/21/24	11/29/24	12/02/24	12/06/24
26	2401260	11/30/24	12/02/24	12/05/24	12/05/24	12/13/24	12/16/24	12/20/24

**PPF's must be submitted to the Human Resources Department by 3:00 p.m. on the due date indicated above. \*\* PLEASE NOTE: The schedule/process subject to change once Workday is implemented**

**All timesheets must be entered & the Management approved timecard reports must be submitted to the Auditor's office via email "payroll@co.sutter.ca.us" no later than 10:00 a.m. on the due date indicated above.**

**PAY DATES ARE SUBJECT TO CHANGE PENDING PROPER AUTHORIZATION FROM THE AUDITOR-CONTROLLER/HUMAN RESOURCES DEPARTMENT.**