



## PAYROLL SCHEDULE 2024

No.	Working Period	Timecards must be received by Thursday	Pay Day (Friday)
1	12/04/2023 - 12/17/2023	12/21/2023	01/05/2024
2	12/18/2023 - 12/31/2023	01/04/2024	01/19/2024
3	01/01/2024 - 01/14/2024	01/18/2024	02/02/2024
4	01/15/2024 - 01/28/2024	02/01/2024	02/16/2024
5	01/29/2024 - 02/11/2024	02/15/2024	03/01/2024
6	02/12/2024 - 02/25/2024	02/29/2024	03/15/2024
7	02/26/2024 - 03/10/2024	03/14/2024	03/29/2024
8	03/11/2024 - 03/24/2024	03/28/2024	04/12/2024
9	03/25/2024 - 04/07/2024	04/11/2024	04/26/2024
10	04/08/2024 - 04/21/2024	04/25/2024	05/10/2024
11	04/22/2024 - 05/05/2024	05/09/2024	05/24/2024
12	05/06/2024 - 05/19/2024	05/23/2024	06/07/2024
13	05/20/2024 - 06/02/2024	06/06/2024	06/21/2024
14	06/03/2024 - 06/16/2024	06/20/2024	07/05/2024
15	06/17/2024 - 06/30/2024	07/04/2024	07/19/2024
16	07/01/2024 - 07/14/2024	07/18/2024	08/02/2024
17	07/15/2024 - 07/28/2024	08/01/2024	08/16/2024
18	07/29/2024 - 08/11/2024	08/15/2024	08/30/2024
19	08/12/2024 - 08/25/2024	08/29/2024	09/13/2024
20	08/26/2024 - 09/08/2024	09/12/2024	09/27/2024
21	09/09/2024 - 09/22/2024	09/26/2024	10/11/2024
22	09/23/2024 - 10/06/2024	10/10/2024	10/25/2024
23	10/07/2024 - 10/20/2024	10/24/2024	11/08/2024
24	10/21/2024 - 11/03/2024	11/07/2024	11/22/2024
25	11/04/2024 - 11/17/2024	11/21/2024	12/06/2024
26	11/18/2024 - 12/01/2024	12/05/2024	12/20/2024

### Our Office is Closed On:

Date	Day	Holiday	Date	Day	Holiday
January 1, 2024	Monday	New Year's Day	September 2, 2024	Monday	Labor Day
May 27, 2024	Monday	Memorial Day	November 28, 2024	Thursday	Thanksgiving Day
June 19, 2024	Wednesday	Juneteenth	November 29, 2024	Friday	Thanksgiving Friday
July 4, 2024	Thursday	Independence Day	December 25, 2024	Wednesday	Christmas Day

- ❖ You are responsible for ensuring that MCS receives your complete timecards in a timely manner. We DO NOT accept faxed/emailed timecards.
- ❖ Timecards received after the above deadlines will not be processed until the next scheduled payday. Payroll will only "back pay" late timecards up to four (4) weeks past the deadline.
- ❖ Direct Deposit is available to all employees. MCS is not responsible for any checks lost in the mail. A \$30.00 fee will be charged to the employee to stop payment on the lost/stolen check.
- ❖ If your check is lost or stolen: Contact us immediately so that we can stop payment and issue a new check. This process takes approximately 3-5 days.
- ❖ If you do not have direct deposit, you may pick up your check at our office. Checks are available for a pickup every other Thursday, between 2:00 pm and 4:30 pm.
- ❖ If you are having someone pick up your check for you, they will need a written authorization signed by you and they will have to present their photo ID.