

# Critical Dates

- **When do I get paid?**
  - Biweekly - Friday after 12pm.
  
- **When must I submit my timesheet?**
  - Timesheets should be submitted for approval by **midnight on Saturday every week**, but **no later than noon Monday** following the week worked for you to receive your paycheck on time.
  - Ultimately, completing your timesheet on Friday at the end of the day is best if you are not working on a Saturday schedule!
  - You should receive an email of confirmation of your timesheet approval by Tuesday each week.
  - Questions and concerns can be addressed to payroll via [payroll@themidtowngroup.com](mailto:payroll@themidtowngroup.com)

2024 Bi-Weekly Payroll Schedule		
Week 1 Starting Sunday (date below) ...	Week 2 Ending Saturday (date below) ....	Direct Deposit Pay Date (morning of....)
12/17/2023	12/30/2023	1/5/2024
12/31/2023	1/13/2024	1/19/2024
1/14/2024	1/27/2024	2/2/2024
1/28/2024	2/10/2024	2/16/2024
2/11/2024	2/24/2024	3/1/2024
2/25/2024	3/9/2024	3/15/2024
3/10/2024	3/23/2024	3/29/2024
3/24/2024	4/6/2024	4/12/2024
4/7/2024	4/20/2024	4/26/2024
4/21/2024	5/4/2024	5/10/2024
5/5/2024	5/18/2024	5/24/2024
5/19/2024	6/1/2024	6/7/2024
6/2/2024	6/15/2024	6/21/2024
6/16/2024	6/29/2024	7/5/2024
6/30/2024	7/13/2024	7/19/2024
7/14/2024	7/27/2024	8/2/2024
7/28/2024	8/10/2024	8/16/2024
8/11/2024	8/24/2024	8/30/2024
8/25/2024	9/7/2024	9/13/2024
9/8/2024	9/21/2024	9/27/2024
9/22/2024	10/5/2024	10/11/2024
10/6/2024	10/19/2024	10/25/2024
10/20/2024	11/2/2024	11/8/2024
11/3/2024	11/16/2024	11/22/2024
11/17/2024	11/30/2024	12/6/2024
12/1/2024	12/14/2024	12/20/2024
12/15/2024	12/28/2024	1/3/2025
12/29/2024	1/11/2025	1/17/2025