

2024 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due Thursdays	Payday Thursdays
1	December 29 – January 11	January 11	January 18
2	January 12 – January 25	January 25 - CSEP	February 1
3	January 26– February 8	February 8	February 15
4	February 9– February 22	February 22 - CSEP	February 29
5	February 23 – March 7	March 7	March 14
6	March 8 – March 21	March 21 - CSEP	March 28
7	March 22 – April 4	April 4	April 11
8	April 5 – April 18	April 18 - CSEP	April 25
9	April 19 – May 2	May 2	May 9
10	May 3 – May 16	May 16 - CSEP	May 23
11	May 17 – May 30	May 30	June 6
12	May 31 – June 13	June 13- CSEP	June 20
13	June 14 – June 20	June 20	June 27
14	June 21 – July 4	July 4	July 11
15	July 5 – July 18	July 18 - CSEP	July 25
16	July 19 – August 1	August 1	August 8
17	August 2– August 15	August 15 - CSEP	August 22
18	August 16 – August 29	August 29	September 5
19	August 30 – September 12	September 12	September 19
20	September 13 – September 26	September 26 - CSEP	October 3
21	September 27 – October 10	October 10	October 17
22	October 11 – October 24	October 24 - CSEP	October 31
23	October 25 – November 7	November 7	November 14
24	November 8 – November 21	November 21 - CSEP	November 28
25	November 22 – December 5	December 5 - CSEP	December 12
25a	December 6 - December 19	December 19	December 26
26	December 20 – January 2	January 2	January 9, 2024

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: Payroll.cinow@gmail.com last day of the pay period by 5 p.m. unless directed to give to your Job Coach
- Hours that are not submitted by the Timesheet Due Date will need to have Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.