

When you work hourly

January 1-13
 January 14-27
 January 28-February 10
 February 11-March 2
 March 3-16
 March 17-20
 March 31-April 13
 April 14-27
 April 28-May 18
 May 19-June 1
 June 2-15
 June 16-29
 June 30-July 13
 July 14-27
 July 28-August 17
 August 18-31
 September 1-14
 September 15-28
 September 29-October 19
 October 20-November 2
 November 3-16
 November 17-30
 December 1-14
 December 15-28

Your Timesheets are due to Gretchen (and backup paperwork for new employees)

January 15
 January 29
 February 12
 March 4
 March 18
 April 1
 April 15
 April 29
 May 20
 June 3
 June 17
 July 1
 July 15
 July 29
 August 19
 September 2
 September 16
 September 30
 October 21
 November 4
 November 18
 December 2
 December 16
 December 30

Gretchen Submits to MMS Accounting on:

January 18
 February 1
 February 15
 March 7
 March 21
 April 4
 April 18
 May 2
 May 23
 June 6
 June 20
 July 3
 July 18
 August 1
 August 22
 September 5
 September 19
 October 3
 October 24
 November 7
 November 21
 December 5
 December 19
 January 2, 2025

This is rarely and with bribery.

But she can delay until the last deadline of 10am on:

January 22
 February 9
 February 23
 March 11
 March 25
 April 8
 April 22
 May 6
 May 24
 June 10
 June 24
 July 8
 July 22
 August 9
 August 26
 September 9
 September 23
 October 7
 October 25
 November 11
 November 22
 December 9
 December 23
 January 6, 2025

Your Check will be dated:

January 31
 February 15
 February 29
 March 15
 March 29
 April 15
 April 30
 May 15
 May 31
 June 14
 June 28
 July 15
 July 31
 August 15
 August 30
 September 13
 September 30
 October 15
 October 31
 November 15
 November 29
 December 13
 December 31
 January 15, 2025

For payroll checks for musicians to be prepared in advance of a performance date, find the final check date in the last column and work backwards on the chart.

Payroll Dates Calculation Sheet

2024