



TO: All Employees

FROM: Jennifer Hayden, Director of Finance and Administrative Services

DATE: January 1, 2024

SUBJECT: GoTriangle 2024 Payroll Schedule

Happy New Year! I hope it is happy and healthy for you and yours. Below are some payroll tips to help you through the year, and the 2024 schedule of pay periods and paydays.

- There are 26 pay periods in the calendar year 2024.
- Wage garnishments will be deducted on the first and second pay periods of the month. Deductions will not be taken from the third paycheck in the months with three pay periods, which will be March 29, 2024, and August 30, 2024.
- Floating Holiday leave (FHL) and Floating Birthday leave (FBL), valued at 8 hours each and taken in 8-hour increments, are awarded on January 1st and must be used no later than December 31, 2024. FHL and FBL do not carry over into future years, and they are not paid out in the event of separation from employment.
- Full-time employees and eligible part-time employees are given access to their entire year's vacation balance on January 1st or the first day they are employed with the Company. The year's vacation balance includes the amount of *annual vacation* that is expected to be earned during the current year **plus** the *prior year's carryover* of unused vacation that didn't exceed the payout cap.
 - Unused vacation that exceeds the payout cap will be forfeited.
 - Although an employee's vacation balance is immediately **available** for use on the first day of the year or employment, employees **earn** their *annual vacation* on a bi-weekly basis according to their accrual rate. Prior year vacation has already been earned.
 - The accrual rate schedule can be found in the [Worklife Balance](#) section on MyGoTriangleBenefits.com.
 - Full paid leave policies can be found in the Human Resources & EEO section of GoTriangle's intranet
 - By December 31, 2024, employees will have earned the total amount they were given access to on January 1, 2024, or their first day of employment.
 - In the event an employee leaves GoTriangle before the end of the year, his or her vacation balance will be reconciled by subtracting vacation taken from vacation earned.
 - If vacation earned exceeds vacation taken, the employee will receive the difference in his or her final paycheck never to exceed 240 hours or the established legacy cap.
 - If vacation taken exceeds vacation earned, the difference will be deducted from the employee's final paycheck or other means available.

If you have any payroll questions throughout the year, please contact the payroll department by phone (Payroll Analyst Nikki McGann at 919-485-7410 or Department Manager Jennifer Hayden at 919-485-7418) or e-mail at payroll@gotriangle.org.

Your concerns are our priority!



Period	Pay Cycle	Pay Period Beginning	Pay Period Ending	Payroll Change Requests Due by 12 noon	Time Card Approvals Due by 12 Noon	Direct Deposit Release Date (Bank Holiday)
1	Bi-weekly	12/17/23	12/30/23	12/29/23	12/31/23	01/05/24
2	Bi-weekly	12/31/23	01/13/24	01/12/24	01/14/24	01/19/24
3	Bi-weekly	01/14/24	01/27/24	01/26/24	01/29/24	02/02/24
4	Bi-weekly	01/28/24	02/10/24	02/09/24	02/12/24	02/16/24
5	Bi-weekly	02/11/24	02/24/24	02/23/24	02/26/24	03/01/24
6	Bi-weekly	02/25/24	03/09/24	03/08/24	03/11/24	03/15/24
7	Bi-weekly	03/10/24	03/23/24	03/22/24	03/25/24	03/29/24
8	Bi-weekly	03/24/24	04/06/24	04/05/24	04/08/24	04/12/24
9	Bi-weekly	04/07/24	04/20/24	04/19/24	04/22/24	04/26/24
10	Bi-weekly	04/21/24	05/04/24	05/03/24	05/06/24	05/10/24
11	Bi-weekly	05/05/24	05/18/24	05/17/24	05/20/24	05/24/24
12	Bi-weekly	05/19/24	06/01/24	05/31/24	06/03/24	06/07/24
13	Bi-weekly	06/02/24	06/15/24	06/14/24	06/16/24	06/21/24
14	Bi-weekly	06/16/24	06/29/24	06/28/24	07/01/24	07/05/24
15	Bi-weekly	06/30/24	07/13/24	07/12/24	07/15/24	07/19/24
16	Bi-weekly	07/14/24	07/27/24	07/26/24	07/29/24	08/02/24
17	Bi-weekly	07/28/24	08/10/24	08/09/24	08/12/24	08/16/24
18	Bi-weekly	08/11/24	08/24/24	08/23/24	08/26/24	08/30/24
19	Bi-weekly	08/25/24	09/07/24	09/06/24	09/09/24	09/13/24
20	Bi-weekly	09/08/24	09/21/24	09/20/24	09/23/24	09/27/24
21	Bi-weekly	09/22/24	10/05/24	10/04/24	10/07/24	10/11/24
22	Bi-weekly	10/06/24	10/19/24	10/18/24	10/21/24	10/25/24
23	Bi-weekly	10/20/24	11/02/24	11/01/24	11/04/24	11/08/24
24	Bi-weekly	11/03/24	11/16/24	11/15/24	11/18/24	11/22/24
25	Bi-weekly	11/17/24	11/30/24	11/29/24	12/02/24	12/06/24
26	Bi-weekly	12/01/24	12/14/24	12/13/24	12/16/24	12/20/24

Supervisors are asked to approve timesheets by noon on payroll Monday. If a holiday falls during the pay period, the Payroll Department may send out special instructions to ensure paychecks are distributed on time.

If you have any payroll questions, please call 919-485-7410 or e-mail payroll@gotriangle.org.

2024 Holidays

New Year's Holiday is January 1, 2024

MLK Holiday is January 15, 2024

Good Friday Holiday is March 29, 2024

Memorial Day Holiday is May 27, 2024

Juneteenth Holiday is June 19, 2024

Independence Day Holiday is July 4, 2024

Labor Day Holiday is September 2, 2024

Thanksgiving Holiday November 28 & 29, 2024

Christmas Holiday December 24 & 25, 2024