

FY 2024						
HUMAN RESOURCES DEPARTMENT / PAYROLL DEADLINES						
PAY PERIOD	PEOPLE ADMIN, PERSONNEL ACTION FORMS, & VACATION DONATION DEADLINE	TIME SHEETS DUE IN PAYROLL	NO ORIENTATION EQUALS NO NEW HIRES THAT WEEK 1st MONDAY ORIENTATION	NO ORIENTATION EQUALS NO NEW HIRES THAT WEEK 2nd MONDAY ORIENTATION	PAY DAY	
October 1, 2023 - October 14, 2023	Thursday, October 12, 2023	October 16, 2023	October 2, 2023	October 9, 2023	October 20, 2023	
October 15, 2023 - October 28, 2023	Thursday, October 26, 2023	October 30, 2023	October 16, 2023	October 23, 2023	November 3, 2023	
October 29, 2023 - November 11, 2023	Wednesday, November 8, 2023	November 13, 2023	October 30, 2023	November 6, 2023	November 17, 2023	
November 12, 2023 - November 25, 2023	Tuesday, November 21, 2023	November 27, 2023	November 13, 2023	NO ORIENTATION	December 1, 2023	
November 26, 2023 - December 9, 2023	Thursday, December 7, 2023	December 11, 2023	November 27, 2023	December 4, 2023	December 15, 2023	
December 10, 2023 - December 23, 2023	Thursday, December 21, 2023	December 26, 2023	December 11, 2023	December 18, 2023	December 29, 2023	
December 24, 2023 - January 6, 2024	Thursday, January 4, 2024	January 8, 2024	December 26, 2023	January 2, 2024	January 12, 2024	
January 7, 2024 - January 20, 2024	Thursday, January 18, 2024	January 22, 2024	January 8, 2024	January 16, 2024	January 26, 2024	
January 21, 2024 - February 3, 2024	Thursday, February 1, 2024	February 5, 2024	January 22, 2024	January 29, 2024	February 9, 2024	
February 4, 2024 - February 17, 2024	Thursday, February 15, 2024	February 19, 2024	February 5, 2024	February 12, 2024	February 23, 2024	
February 18, 2024 - March 2, 2024	Thursday, February 29, 2024	March 4, 2024	February 19, 2024	February 26, 2024	March 8, 2024	
March 3, 2024 - March 16, 2024	Thursday, March 14, 2024	March 18, 2024	March 4, 2024	March 11, 2024	March 22, 2024	
March 17, 2024 - March 30, 2024	Thursday, March 28, 2024	April 1, 2024	March 18, 2024	March 25, 2024	April 5, 2024	
March 31, 2024 - April 13, 2024	Thursday, April 11, 2024	April 15, 2024	April 1, 2024	April 8, 2024	April 19, 2024	
April 14, 2024 - April 27, 2024	Thursday, April 25, 2024	April 29, 2024	April 15, 2024	April 22, 2024	May 3, 2024	
April 28, 2024 - May 11, 2024	Thursday, May 9, 2024	May 13, 2024	April 29, 2024	May 6, 2024	May 17, 2024	
May 12, 2024 - May 25, 2024	Thursday, May 23, 2024	May 28, 2024	May 13, 2024	May 20, 2024	May 31, 2024	
May 26, 2024 - June 8, 2024	Thursday, June 6, 2024	June 10, 2024	May 28, 2024	June 3, 2024	June 14, 2024	
June 9, 2024 - June 22, 2024	Thursday, June 20, 2024	June 24, 2024	June 10, 2024	June 17, 2024	June 28, 2024	
June 23, 2024 - July 6, 2024	Wednesday, July 3, 2024	July 8, 2024	June 24, 2024	July 1, 2024	July 12, 2024	
July 7, 2024 - July 20, 2024	Thursday, July 18, 2024	July 22, 2024	July 8, 2024	July 15, 2024	July 26, 2024	
July 21, 2024 - August 3, 2024	Thursday, August 1, 2024	August 5, 2024	July 22, 2024	July 29, 2024	August 9, 2024	
August 4, 2024 - August 17, 2024	Thursday, August 15, 2024	August 19, 2024	August 5, 2024	August 12, 2024	August 23, 2024	
August 18, 2024 - August 31, 2024	Thursday, August 29, 2024	September 3, 2024	August 19, 2024	August 26, 2024	September 6, 2024	
September 1, 2024 - September 14, 2024	Thursday, September 12, 2024	September 16, 2024	September 3, 2024	September 9, 2024	September 20, 2024	
September 15, 2024 - September 28, 2024	Thursday, September 26, 2024	September 30, 2024	September 16, 2024	September 23, 2024	October 4, 2024	

HOLIDAYS:

Friday, November 10, 2023	Veterans Day
Thursday, November 23, 2023	Thanksgiving
Friday, November 24, 2023	Day after Thanksgiving
Monday, December 25, 2023	Christmas
Monday, January 1, 2024	New Years Day
Monday, January 15, 2024	Martin Luther King Jr. Birthday
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day

*Call Human Resources at 817-6445 or e-mail hr@como.gov to schedule new employees for orientation.

When a holiday falls on a Monday orientation will be held on Tuesday.

Highlighting indicates early HR deadlines

Tuesday Orientation due to Holiday

Revised Payroll Deadline - Timesheets due Tuesday