

2023

SALARY Timesheet/Pay Periods and Pay Dates

Full-time Semi-monthly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 25	January 9	January 13	December 23	1/9/23	1/10/23
January 10	January 24	February 1	January 11	1/24/23	1/25/23
January 25	February 9	February 16	January 27	2/9/23	2/10/23
February 10	February 24	March 1	February 9	2/24/23	2/27/23
February 25	March 9	March 16	February 24	3/9/23	3/10/23
March 10	March 24	March 31	March 13	3/24/23	3/27/23
March 25	April 9	April 14	March 27	4/9/23	4/10/23
April 10	April 24	May 1	April 11	4/24/23	4/25/23
April 25	May 9	May 16	April 26	5/9/23	5/10/23
May 10	May 24	June 1	May 11	5/24/23	5/25/23
May 25	June 9	June 16	May 26	6/9/23	6/12/23
June 10	June 24	July 3	June 13	6/24/23	6/26/23
June 25	July 9	July 14	June 26	7/9/23	7/10/23
July 10	July 24	August 1	July 12	7/24/23	7/25/23
July 25	August 9	August 16	July 27	8/9/23	8/10/23
August 10	August 24	September 1	August 14	8/24/23	8/25/23
August 25	September 9	September 15	August 28	9/9/23	9/11/23
September 10	September 24	September 29	September 11	9/24/23	9/25/23
September 25	October 9	October 16	September 25	10/9/23	10/10/23
October 10	October 24	November 1	October 12	10/24/23	10/25/23
October 25	November 9	November 16	October 25	11/9/23	11/10/23
November 10	November 24	December 1	November 9	11/22/23 *	11/22/23 *
November 25	December 9	December 15	November 27	12/9/23	12/11/23
December 10	December 24	December 29	December 8	12/22/23 *	12/22/23 *

Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.

Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.

*When leave is taken or holidays occur at the end of a pay period, all hours/leave requests should be entered no later than the last day worked

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll.

All dates are subject to revision