

2023

Wage, Work Study, & Adjunct Timesheet/Pay Periods and Pay Dates

Part-time Bi-weekly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 16	December 29	January 13	December 17	12/23/22*	12/23/22*
December 30	January 12	January 27	January 9	1/12/23	1/13/23
January 13	January 26	February 10	January 23	1/26/23	1/27/23
January 27	February 9	February 24	February 6	2/9/23	2/10/23
February 10	February 23	March 10	February 20	2/23/23	2/24/23
February 24	March 9	March 24	March 6	3/9/23	3/10/23
March 10	March 23	April 7	March 20	3/23/23	3/24/23
March 24	April 6	April 21	April 3	4/6/23	4/7/23
April 7	April 20	May 5	April 17	4/20/23	4/21/23
April 21	May 4	May 19	May 17	5/4/23	5/5/23
May 5	May 18	June 2	May 15	5/18/23	5/19/23
May 19	June 1	June 16	May 29	6/1/23	6/2/23
June 2	June 15	June 30	June 12	6/15/23	6/16/23
June 16	June 29	July 14	June 26	6/29/23	6/30/23
June 30	July 13	July 28	July 10	7/13/23	7/14/23
July 14	July 27	August 11	July 24	7/27/23	7/28/23
July 28	August 10	August 25	August 7	8/10/23	8/11/23
August 11	August 24	September 8	August 21	8/24/23	8/25/23
August 25	September 7	September 22	September 4	9/7/23	9/8/23
September 8	September 21	October 6	September 18	9/21/23	9/22/23
September 22	October 5	October 20	October 2	10/5/23	10/6/23
October 6	October 19	November 3	October 16	10/19/23	10/20/23
October 20	November 2	November 17	October 30	11/2/23*	11/3/23
November 3	November 16	December 1	November 13	11/16/23	11/17/23
November 17	November 30	December 15	November 27	11/30/23	12/1/23
December 1	December 14	December 29	December 11	12/14/23	12/15/23

Wage/ Workstudy

Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

*When time off is taken, an employee is not scheduled to work, or holidays occur at the end of a pay period, all hours should be entered no later than the last day worked

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

Payment will be delayed on any hours reported and/or approved after the deadlines.

Adjunct

Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

All Part-time

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

All dates are subject to revision