



2023

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time” to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/19/2022	1/1/2023	1/3/2023*	12:00 PM	1/3/2023*	5:00 PM	1/13/2023
2	1/2/2023	1/15/2023	1/17/2023*	12:00 PM	1/17/2023*	5:00 PM	1/27/2023
3	1/16/2023	1/29/2023	1/30/2023	12:00 PM	1/30/2023	5:00 PM	2/10/2023
4	1/30/2023	2/12/2023	2/13/2023	12:00 PM	2/13/2023	5:00 PM	2/24/2023
5	2/13/2023	2/26/2023	2/27/2023	12:00 PM	2/27/2023	5:00 PM	3/10/2023
6	2/27/2023	3/12/2023	3/13/2023	12:00 PM	3/13/2023	5:00 PM	3/24/2023
7	3/13/2023	3/26/2023	3/27/2023	12:00 PM	3/27/2023	5:00 PM	4/6/2023
8	3/27/2023	4/9/2023	4/10/2023	12:00 PM	4/10/2023	5:00 PM	4/21/2023
9	4/10/2023	4/23/2023	4/24/2023	12:00 PM	4/24/2023	5:00 PM	5/5/2023
10	4/24/2023	5/7/2023	5/8/2023	12:00 PM	5/8/2023	5:00 PM	5/19/2023
11	5/8/2023	5/21/2023	5/22/2023	12:00 PM	5/22/2023	5:00 PM	6/2/2023
12	5/22/2023	6/4/2023	6/5/2023	12:00 PM	6/5/2023	5:00 PM	6/16/2023
13	6/5/2023	6/18/2023	6/20/2023*	12:00 PM	6/20/2023*	5:00 PM	6/30/2023
14	6/19/2023	7/2/2023	7/3/2023	12:00 PM	7/3/2023	5:00 PM	7/14/2023
15	7/3/2023	7/16/2023	7/17/2023	12:00 PM	7/17/2023	5:00 PM	7/28/2023
16	7/17/2023	7/30/2023	7/31/2023	12:00 PM	7/31/2023	5:00 PM	8/11/2023
17	7/31/2023	8/13/2023	8/14/2023	12:00 PM	8/14/2023	5:00 PM	8/25/2023
18	8/14/2023	8/27/2023	8/28/2023	12:00 PM	8/28/2023	5:00 PM	9/8/2023
19	8/28/2023	9/10/2023	9/11/2023	12:00 PM	9/11/2023	5:00 PM	9/22/2023
20	9/11/2023	9/24/2023	9/25/2023	12:00 PM	9/25/2023	5:00 PM	10/6/2023
21	9/25/2023	10/8/2023	10/10/2023*	12:00 PM	10/10/2023*	5:00 PM	10/20/2023
22	10/9/2023	10/22/2023	10/23/2023	12:00 PM	10/23/2023	5:00 PM	11/3/2023
23	10/23/2023	11/5/2023	11/6/2023	12:00 PM	11/6/2023	5:00 PM	11/17/2023
24	11/6/2023	11/19/2023	11/20/2023	12:00 PM	11/20/2023	5:00 PM	12/1/2023
25	11/20/2023	12/3/2023	12/4/2023	12:00 PM	12/4/2023	5:00 PM	12/15/2023
26	12/4/2023	12/17/2023	12/18/2023	12:00 PM	12/18/2023	5:00 PM	12/29/2023

*Timesheet Submission and Approval moved to Tuesday due to holiday.