**2023**

Payroll Calendar & Web Time Entry Due Dates

For LAW OFFICERS 28- DAY CYCLE

**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”

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay #** | **Timesheet Start Date** | **Timesheet End Date** | **Employee Entry Deadline Date** | **Employee Entry Deadline Time** | **Approver Deadline Date** | **Approver Deadline Time** | **Pay Date** |
| **13** | 11/21/2022 | 12/18/2022 | 12/19/2022 | 5:00 PM | 12/20/2022 | 5:00 PM | January 31 ,2023 |
| **1** | 12/19/2022 | 01/15/2023 | 01/16/2023 | 5:00 PM | 01/17/2023 | 5:00 PM | February 28, 2023 |
| **2** | 01/16/2023 | 02/12/2023 | 02/13/2023 | 5:00 PM | 02/14/2023 | 5:00 PM |
| **3** | 02/13/2023 | 03/12/2023 | 03/13/2023 | 5:00 PM | 03/14/2023 | 5:00 PM | March 31, 2023 |
| **4** | 03/13/2023 | 04/09/2023 | 04/10/2023 | 5:00 PM | 04/11/2023 | 5:00 PM | April 28,2023 |
| **5** | 04/10/2023 | 05/07/2023 | 05/08/2023 | 5:00 PM | 05/09/2023 | 5:00 PM | May 31, 2023 |
| **6** | 05/08/2023 | 06/04/2023 | 06/05/2023 | 5:00 PM | 06/06/2023 | 5:00 PM | June 30, 2023 |
| **7** | 06/05/2023 | 07/02/2023 | 07/03/2023 | 5:00 PM | 07/05/2023 | 5:00 PM | July 31, 2023 |
| **8** | 07/03/2023 | 07/30/2023 | 08/01/2023 | 5:00 PM | 08/02/2023 | 5:00 PM | August 31, 2023 |
| **9** | 07/31/2023 | 08/27/2023 | 09/01/2023 | 5:00 PM | 09/05/2023 | 5:00 PM | September 29, 2023 |
| **10** | 08/28/2023 | 09/24/2023 | 09/25/2023 | 5:00 PM | 09/26/2023 | 5:00 PM | October 31, 2023 |
| **11** | 09/25/2023 | 10/22/2023 | 10/23/2023 | 5:00 PM | 10/24/2023 | 5:00 PM | November 30, 2023 |
| **12** | 10/23/2023 | 11/19/2023 | 11/20/2023 | 5:00 PM | 11/21/2023 | 5:00 PM | December 21, 2023 |
| **13** | 11/20/23 | 12/17/2023 | 12/18/2023 | 5:00 PM | 12/19/2023 | 5:00 PM | January 31, 2024 |