

Calendar Year 2023 Biweekly Payroll Schedule

PAY NO.	PAY DATE	PAY PERIOD		*DEADLINE FOR ADDING/DELETING TO PAYROLL	TIMESHEETS & RECAPS DUE BY NOON	Holidays in pay period
		BEGINNING	ENDING			
1	1/13/2023	12/24/2022	1/6/2023	1/4/2023	1/6/2023	New Years Day observed-Jan. 2
2	1/27/2023	1/7/2023	1/20/2023	1/18/2023	1/20/2023	
3	2/10/2023	1/21/2023	2/3/2023	2/1/2023	2/3/2023	
4	2/24/2023	2/4/2023	2/17/2023	2/15/2023	2/17/2023	
5	3/10/2023	2/18/2023	3/3/2023	3/1/2023	3/3/2023	
6	3/24/2023	3/4/2023	3/17/2023	3/15/2023	3/17/2023	
7	4/6/2023	3/18/2023	3/31/2023	3/28/2023 **	3/30/2023 **	Good Friday (April 7)
8	4/21/2023	4/1/2023	4/14/2023	4/12/2023	4/14/2023	
9	5/5/2023	4/15/2023	4/28/2023	4/26/2023	4/28/2023	
10	5/19/2023	4/29/2023	5/12/2023	5/10/2023	5/12/2023	
11	6/2/2023	5/13/2023	5/26/2023	5/23/2023 **	5/25/2023 **	Memorial Day (May 29)
12	6/16/2023	5/27/2023	6/9/2023	6/7/2023	6/9/2023	
13	6/30/2023	6/10/2023	6/23/2023	6/21/2023	6/23/2023	Juneteenth (June 19)
14	7/14/2023	6/24/2023	7/7/2023	7/5/2023	7/6/2023	
15	7/28/2023	7/8/2023	7/21/2023	7/19/2023	7/20/2023	
16	8/11/2023	7/22/2023	8/4/2023	8/2/2023	8/3/2023	
17	8/25/2023	8/5/2023	8/18/2023	8/16/2023	8/17/2023	
18	9/8/2023	8/19/2023	9/1/2023	8/29/2023 **	8/30/2023 **	Labor Day (September 4)
19	9/22/2023	9/2/2023	9/15/2023	9/13/2023	9/14/2023	
20	10/6/2023	9/16/2023	9/29/2023	9/27/2023	9/28/2023	
21	10/20/2023	9/30/2023	10/13/2023	10/11/2023	10/12/2023	
22	11/3/2023	10/14/2023	10/27/2023	10/25/2023	10/26/2023	
23	11/17/2023	10/28/2023	11/10/2023	11/8/2023	11/9/2023	
24	12/1/2023	11/11/2023	11/24/2023	11/17/2023 **	11/20/2023 **	Thanksgiving+2 (November 22-23-24)
25	12/15/2023	11/25/2023	12/8/2023	12/6/2023	12/7/2023	
26	12/29/2023	12/9/2023	12/22/2023	12/13/2023 **	12/14/2023 **	Break (12/23/23-1/1/24)

*All payroll data from departments, excluding timesheets and recaps, is due by 4:30 PM on these dates, unless the calendar requires a change in the payroll

**Accelerated deadline due to holiday, subject to change. Holiday memo will be sent prior to deadlines.