

Calendar Year 2023 Monthly 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	1/31/2023	1/1/2023	1/31/2023	1/17/2023	1/19/2023	New Years Day observed-Jan. 2
2	2/28/2023	2/1/2023	2/28/2023	2/15/2023	2/17/2023	
3	3/31/2023	3/1/2023	3/31/2023	3/17/2023	3/21/2023	
4	4/28/2023	4/1/2023	4/30/2023	4/17/2023	4/19/2023	Good Friday (April 7)
5	5/31/2023	5/1/2023	5/31/2023	5/17/2023	5/19/2023	Memorial Day (May 29)
6	6/30/2023	6/1/2023	6/30/2023	6/16/2023	6/20/2023	Juneteenth (June 19)
7	7/31/2023	7/1/2023	7/31/2023	7/18/2023	7/20/2023	Independence Day (July 4)
8	8/31/2023	8/1/2023	8/31/2023	8/18/2023	8/22/2023	
9	9/29/2023	9/1/2023	9/30/2023	9/15/2023	9/19/2023	Labor Day (September 4)
10	10/31/2023	10/1/2023	10/31/2023	10/18/2023	10/20/2023	
11	11/30/2023	11/1/2023	11/30/2023	11/14/2023	11/16/2023 **	Thanksgiving+2 (November 22-23-24)
12	12/29/2023	12/1/2023	12/31/2023	12/11/2023	12/13/2023 **	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 processing time or if the University is closed any time before/after these dates.

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

Summer 2023 Pay Dates			
	PAY DATE	PAY PERIOD	
		BEGINNING	ENDING
Summer 1	6/16/2023	5/15/2023	6/16/2023
Summer 2	7/28/2023	6/26/2023	7/28/2023