



## 2023 Hourly Staff/Student Employee Payroll Schedule

Remember: New Hire paperwork must be submitted at least a week prior to the first day of work									
Pay #	Month	Start Date	End Date	Emp Time	Cut-off	Supervisors	Cut-off	Pay Date	
				Entry Due	Time for	Time Entry	Time for		
				Date	Employee	Due Date	Supervisors		
<b>2023</b>									
1	Dec	12/10	12/23	<b>12/27</b>	11:59 PM	<b>12/29</b>	* 12:00 PM	1/4	Christmas
2		12/24	1/6	<b>1/10</b>	11:59 PM	<b>1/12</b>	12:00 PM	1/18	New Year's
3	Jan	1/7	1/20	<b>1/24</b>	11:59 PM	<b>1/26</b>	12:00 PM	2/1	MLK
4		1/21	2/3	<b>2/7</b>	11:59 PM	<b>2/9</b>	12:00 PM	2/15	
5	Feb	2/4	2/17	<b>2/21</b>	11:59 PM	<b>2/23</b>	12:00 PM	3/1	
6		2/18	3/3	<b>3/7</b>	11:59 PM	<b>3/9</b>	12:00 PM	3/15	President's Day
7	Mar	3/4	3/17	<b>3/21</b>	11:59 PM	<b>3/23</b>	12:00 PM	3/29	
8		3/18	3/31	<b>4/4</b>	11:59 PM	<b>4/6</b>	12:00 PM	4/12	
9	Apr	4/1	4/14	<b>4/18</b>	11:59 PM	<b>4/20</b>	12:00 PM	4/26	Good Friday, Easter
10		4/15	4/28	<b>5/2</b>	11:59 PM	<b>5/4</b>	12:00 PM	5/10	
11		4/29	5/12	<b>5/16</b>	11:59 PM	<b>5/18</b>	12:00 PM	5/24	
12	May	5/13	5/26	<b>5/30</b>	11:59 PM	<b>6/1</b>	12:00 PM	6/7	
13		5/27	6/9	<b>6/13</b>	11:59 PM	<b>6/15</b>	12:00 PM	6/21	Memorial Day
14	Jun	6/10	6/23	<b>6/27</b>	11:59 PM	<b>6/29</b>	12:00 PM	7/5	Juneteenth Day
15		6/24	7/7	<b>7/11</b>	11:59 PM	<b>7/13</b>	12:00 PM	7/19	4th of July
16	Jul	7/8	7/21	<b>7/25</b>	11:59 PM	<b>7/27</b>	12:00 PM	8/2	
17		7/22	8/4	<b>8/8</b>	11:59 PM	<b>8/10</b>	12:00 PM	8/16	
18	Aug	8/5	8/18	<b>8/22</b>	11:59 PM	<b>8/24</b>	12:00 PM	8/30	
19		8/19	9/1	<b>9/5</b>	11:59 PM	<b>9/7</b>	12:00 PM	9/13	
20	Sep	9/2	9/15	<b>9/19</b>	11:59 PM	<b>9/21</b>	12:00 PM	9/27	Labor Day
21		9/16	9/29	<b>10/3</b>	11:59 PM	<b>10/5</b>	12:00 PM	10/11	
22	Oct	9/30	10/13	<b>10/17</b>	11:59 PM	<b>10/19</b>	12:00 PM	10/25	Columbus Day
23		10/14	10/27	<b>10/31</b>	11:59 PM	<b>11/2</b>	12:00 PM	11/8	
24		10/28	11/10	<b>11/14</b>	11:59 PM	<b>11/16</b>	12:00 PM	11/22	
25	Nov	11/11	11/24	<b>11/28</b>	11:59 PM	<b>11/30</b>	12:00 PM	12/6	Veterans Day,
26		11/25	12/8	<b>12/12</b>	11:59 PM	<b>12/14</b>	12:00 PM	12/20	Thanksgiving

**\*Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.**