

2023 PAY SCHEDULE

PP No.	PAY No.	PAY PERIOD START (SUN)	PAY PERIOD END (SAT)	EMPLOYEE EXPENSE CLAIMS DUE ON MONDAYS	PERSONNEL TRANSACTION FORMS DUE ON WEDNESDAYS	TIMESHEETS DUE ON MONDAYS, NO LATER THAN 12:00 P.M.	PAY DAY
2301	Jan # 1	2022-12-18	2022-12-31	2022-12-19*	2022-12-21*	2023-12-22*	2023-01-06
2302	Jan # 2	2023-01-01	2023-01-14	2023-01-09	2023-01-11	2023-01-16	2023-01-20
2303	Feb # 1	2023-01-15	2023-01-28	2023-01-23	2023-01-25	2023-01-30	2023-02-03
2304	Feb # 2	2023-01-29	2023-02-11	2023-02-06	2023-02-08	2023-02-13	2023-02-17
2305	Mar # 1	2023-02-12	2023-02-25	2023-02-17*	2023-02-22	2023-02-27	2023-03-03
2306	Mar # 2	2023-02-26	2023-03-11	2023-03-06	2023-03-08	2023-03-13	2023-03-17
2307	Mar # 3	2023-03-12	2023-03-25	2023-03-20	2023-03-22	2023-03-27	2023-03-31
2308	Apr # 1	2023-03-26	2023-04-08	2023-04-03	2023-04-05	2023-04-10	2023-04-14
2309	Apr # 2	2023-04-09	2023-04-22	2023-04-17	2023-04-19	2023-04-24	2023-04-28
2310	May # 1	2023-04-23	2023-05-06	2023-05-01	2023-05-03	2023-05-08	2023-05-12
2311	May # 2	2023-05-07	2023-05-20	2023-05-15	2023-05-17	2023-05-19*	2023-05-26
2312	Jun # 1	2023-05-21	2023-06-03	2023-05-29	2023-05-31	2023-06-05	2023-06-09
2313	Jun # 2	2023-06-04	2023-06-17	2023-06-12	2023-06-14	2023-06-19	2023-06-23
2314	Jul # 1	2023-06-18	2023-07-01	2023-06-26	2023-06-28	2023-06-30*	2023-07-07
2315	Jul # 2	2023-07-02	2023-07-15	2023-07-10	2023-07-12	2023-07-17	2023-07-21
2316	Aug # 1	2023-07-16	2023-07-29	2023-07-24	2023-07-26	2023-07-31	2023-08-04
2317	Aug # 2	2023-07-30	2023-08-12	2023-08-04*	2023-08-09	2023-08-14	2023-08-18
2318	Sep # 1	2023-08-13	2023-08-26	2023-08-21	2023-08-23	2023-08-28	2023-09-01
2319	Sep # 2	2023-08-27	2023-09-09	2023-09-01*	2023-09-06	2023-09-11	2023-09-15
2320	Sep # 3	2023-09-10	2023-09-23	2023-09-18	2023-09-20	2023-09-25	2023-09-29
2321	Oct # 1	2023-09-24	2023-10-07	2023-09-29*	2023-10-04	2023-10-06*	2023-10-13
2322	Oct # 2	2023-10-08	2023-10-21	2023-10-16	2023-10-18	2023-10-23	2023-10-27
2323	Nov # 1	2023-10-22	2023-11-04	2023-10-30	2023-11-01	2023-11-06	2023-11-10
2324	Nov # 2	2023-11-05	2023-11-18	2023-11-10*	2023-11-15	2023-11-20	2023-11-24
2325	Dec # 1	2023-11-19	2023-12-02	2023-11-27	2023-11-29	2023-12-04	2023-12-08
2326	Dec # 2	2023-12-03	2023-12-16	2023-12-11	2023-12-13	2023-12-18	2023-12-22

Please Note: The normal due-date for EECs/PTFs/Timesheets have been advanced in order to ensure that direct deposits will be processed on pay day. Managers must report last minute changes on timesheets promptly to Payroll.

* Employee Expense Claims (EECs)

* Personnel Transactions Forms (PTFs): new hires, rehires, terminations, salary changes, banking information, etc.

* Timesheets

* Pay day