

## 2023 Payroll and Workday Approval Deadline Calendar (Tabular)

| Pay Period             | Payroll Calculation Window | Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm) | Timesheet Approval and Costing Allocation Deadlines (9pm) | Payday              | Pay Period Hours |
|------------------------|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------|---------------------|------------------|
| <b>Dec 16-31, 2022</b> | Dec 28, 2022 – Jan 4, 2023 | Dec 30, 2022                                                             | Jan 4, 2023                                               | <b>Jan 10, 2023</b> | 88               |
| <b>Jan 1-15</b>        | Jan 11 - 19                | Jan 15                                                                   | Jan 19                                                    | <b>Jan 25</b>       | 80               |
| <b>Jan 16-31</b>       | Jan 26 – Feb 6             | Jan 31                                                                   | Feb 6                                                     | <b>Feb 10</b>       | 96               |
| <b>Feb 1-15</b>        | Feb 11 -17                 | Feb 15                                                                   | Feb 17                                                    | <b>Feb 24</b>       | 88               |
| <b>Feb 16-28</b>       | Feb 25 – Mar 6             | Feb 28                                                                   | Mar 6                                                     | <b>Mar 10</b>       | 72               |
| <b>Mar 1-15</b>        | Mar 11-20                  | Mar 15                                                                   | Mar 20                                                    | <b>Mar 24</b>       | 88               |
| <b>Mar 16-31</b>       | Mar 25 – Apr 4             | Mar 31                                                                   | Apr 4                                                     | <b>Apr 10</b>       | 96               |
| <b>Apr 1-15</b>        | Apr 11-19                  | Apr 15                                                                   | Apr 19                                                    | <b>Apr 25</b>       | 80               |
| <b>Apr 16-30</b>       | Apr 26 – May 4             | Apr 30                                                                   | May 4                                                     | <b>May 10</b>       | 80               |
| <b>May 1-15</b>        | May 11-19                  | May 15                                                                   | May 19                                                    | <b>May 25</b>       | 88               |
| <b>May 16-31</b>       | May 26 – June 5            | May 31                                                                   | June 5                                                    | <b>June 9</b>       | 96               |
| <b>June 1-15</b>       | June 10-20                 | June 15                                                                  | June 20                                                   | <b>June 26</b>      | 88               |
| <b>June 16-30</b>      | June 23 – July 3           | June 25*                                                                 | July 3                                                    | <b>July 10</b>      | 88               |
| <b>July 1-15</b>       | July 11-19                 | July 15                                                                  | July 19                                                   | <b>July 25</b>      | 80               |
| <b>July 16-31</b>      | July 26 – Aug 4            | July 31                                                                  | Aug 4                                                     | <b>Aug 10</b>       | 88               |
| <b>Aug 1-15</b>        | Aug 11-21                  | Aug 15                                                                   | Aug 21                                                    | <b>Aug 25</b>       | 88               |
| <b>Aug 16-31</b>       | Aug 26 – Sept 5            | Aug 31                                                                   | Sept 5                                                    | <b>Sept 11</b>      | 96               |
| <b>Sept 1-15</b>       | Sept 12-19                 | Sept 15                                                                  | Sept 19                                                   | <b>Sept 25</b>      | 88               |
| <b>Sept 16-30</b>      | Sept 26 – Oct 3            | Sept 30                                                                  | Oct 3                                                     | <b>Oct 10</b>       | 80               |
| <b>Oct 1-15</b>        | Oct 11-19                  | Oct 15                                                                   | Oct 19                                                    | <b>Oct 25</b>       | 80               |
| <b>Oct 16-31</b>       | Oct 26 – Nov 3             | Oct 31                                                                   | Nov 3                                                     | <b>Nov 9</b>        | 96               |
| <b>Nov 1-15</b>        | Nov 10-17                  | Nov 15                                                                   | Nov 17                                                    | <b>Nov 22</b>       | 88               |
| <b>Nov 16-30</b>       | Nov 23 – Dec 5             | Nov 30                                                                   | Dec 5                                                     | <b>Dec 11</b>       | 88               |
| <b>Dec 1-15</b>        | Dec 12-19                  | Dec 15                                                                   | Dec 19                                                    | <b>Dec 22</b>       | 88               |
| <b>Dec 16-31</b>       | Dec 23, 2023– Jan 4, 2024  | Dec 31                                                                   | Jan 4, 2024                                               | <b>Jan 10, 2024</b> | 80               |

\*Early Deadline - please plan accordingly!

