

2023 - Payroll Processing Schedule

Weekly Paid Employees

Weekly paid employees are paid one week in arrears. Pay dates are on Friday, unless otherwise noted.

Employees are required to submit their timesheets by the end of their workday each week so that supervisors can review and approve timesheets by **Noon** on **Tuesdays**.

Semi-Monthly/Monthly Paid Employees

Pay dates for Semi-Monthly paid employees are on the 15th and the last business day of each month unless the 15th falls on a weekend or a holiday. Monthly paid employees are paid on the last business day of each month. If the pay date is on the weekend, pay day will be the last business day of each month.

Please take note that changes/adjustments made after the payroll deadline will go into effect for the next payroll.

Adjustments Due Thursdays @ Noon	Pay Dates
01/05/2023	01/13/2023
01/19/2023	01/31/2023
02/02/2023	02/15/2023
02/16/2023	02/28/2023
03/02/2023	03/15/2023
03/23/2023	03/31/2023
04/06/2023	04/14/2023
04/20/2023	04/28/2023
05/04/2023	05/15/2023
05/18/2023	05/31/2023
06/08/2023	06/15/2023
06/22/2023	06/30/2023
07/06/2023	07/14/2023
07/20/2023	07/31/2023
08/03/2023	08/15/2023
08/24/2023	08/31/2023
09/07/2023	09/15/2023
09/21/2023	09/29/2023
10/05/2023	10/13/2023
10/19/2023	10/31/2023
11/02/2023	11/15/2023
11/16/2023	11/30/2023
12/07/2023	12/15/2023
12/14/2023	12/29/2023