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| --- | --- | --- | --- | --- | --- | --- | --- |
| **2023 Biweekly Payroll Calendar** | | | | | | | |
| **Bi-weekly Pay Period** | **Document Submission Deadlines** | | | **Time & Attendance Deadlines** | | **Regular Pay Day** | **Late Documents & New Hire Pay Day** |
| **President, Provost, & Vice Presidents** | **Budget Office & Sponsored Research** | **HR Documents** | **Time must be entered by 4:00 p.m.** | **Exceptions must be cleared by 10:00 a.m. & time must be approved by 2:00 p.m.** |
| **10/28/22 – 11/10/22** | **10/07/22** | **10/14/22** | **10/21/22** | **11/07/22** | **11/08/22** | **11/18/22** | **12/02/22** |
| **11/11/22 – 11/24/22** | **10/21/22** | **10/28/22** | **11/04/22** | **11/15/22** | **11/16/22** | **12/02/22** | **12/16/22** |
| **11/25/22 – 12/08/22** | **11/04/22** | **11/11/22** | **11/18/22** | **12/06/22** | **12/07/22** | **12/16/22** | **12/30/22** |
| **12/09/22 – 12/22/22** | **11/18/22** | **11/25/22** | **12/02/22** | **12/13/22** | **12/14/22** | **12/30/22** | **01/14/23** |
| 12/23/22 - 01/05/23 | 12/02/22 | 12/09/22 | 12/16/22 | 01/04/23 | 01/05/23 | 01/13/23 | 01/23/23 |
| 01/06/23 – 01/19/23 | 12/16/22 | 12/23/22 | 12/30/22 | 01/18/23 | 01/19/23 | 01/27/23 | 02/10/23 |
| 01/20/23 – 02/02/23 | 12/30/22 | 01/06/23 | 01/13/23 | 02/01/23 | 02/02/23 | 02/10/23 | 02/24/23 |
| 02/03/23 – 02/16/23 | 01/13/23 | 01/20/23 | 01/27/23 | 02/15/23 | 02/16/23 | 02/24/23 | 03/10/23 |
| 02/17/23 – 03/02/23 | 01/27/23 | 02/03/23 | 02/10/23 | 03/01/23 | 03/02/23 | 03/10/23 | 03/24/23 |
| 03/03/23 – 03/16/23 | 02/10/23 | 02/17/23 | 02/24/23 | 03/15/23 | 03/16/23 | 03/24/23 | 04/07/23 |
| 03/17/23 – 03/30/23 | 02/24/23 | 03/03/23 | 03/10/23 | 03/29/23 | 03/30/23 | 04/07/23 | 04/21/23 |
| 03/31/23 – 04/13/23 | 03/10/23 | 03/17/23 | 03/24/23 | 04/12/23 | 04/13/23 | 04/21/23 | 05/05/23 |
| 04/14/23 – 04/27/23 | 03/24/23 | 03/31/23 | 04/07/23 | 04/26/23 | 04/27/23 | 05/05/23 | 05/19/23 |
| 04/28/23 – 05/11/23 | 04/07/23 | 04/14/23 | 04/21/23 | 05/10/23 | 05/11/23 | 05/19/23 | 06/02/23 |
| **05/12/23 – 05/25/23** | **04/21/23** | **04/28/23** | **05/05/23** | **05/23/23** | **05/24/23** | **06/02/23** | **06/16/23** |
| 05/26/23 – 06/08/23 | 05/05/23 | 05/12/23 | 05/19/23 | 06/07/23 | 06/08/23 | 06/16/23 | 06/30/23 |
| 06/09/23 – 06/22/23 | 05/19/23 | 05/26/23 | 06/02/23 | 06/21/23 | 06/22/23 | 06/30/23 | 07/14/23 |
| 06/23/23 – 07/06/23 | 06/02/23 | 06/09/23 | 06/16/23 | 07/05/23 | 07/06/23 | 07/14/23 | 07/28/23 |
| 07/07/23 – 07/20/23 | 06/16/23 | 06/23/23 | 06/30/23 | 07/19/23 | 07/20/23 | 07/28/23 | 08/11/23 |
| 07/21/23 – 08/03/23 | 06/30/23 | 07/07/23 | 07/14/23 | 08/02/23 | 08/03/23 | 08/11/23 | 08/25/23 |
| 08/04/23 – 08/17/23 | 07/14/23 | 07/21/23 | 07/28/23 | 08/16/23 | 08/17/23 | 08/25/23 | 09/08/23 |
| **08/18/23 – 08/31/23** | **07/28/23** | **08/04/23** | **08/11/23** | **08/29/23** | **08/30/23** | **09/08/23** | **09/22/23** |
| 09/01/23 – 09/14/23 | 08/11/23 | 08/18/23 | 08/25/23 | 09/13/23 | 09/14/23 | 09/22/23 | 10/06/23 |
| 09/15/23 – 09/28/23 | 08/25/23 | 09/01/23 | 09/08/23 | 09/27/23 | 09/28/23 | 10/06/23 | 10/20/23 |
| 09/29/23 – 10/12/23 | 09/08/23 | 09/15/23 | 09/22/23 | 10/11/23 | 10/12/23 | 10/20/23 | 11/03/23 |
| 10/13/23 – 10/26/23 | 09/22/23 | 09/29/23 | 10/06/23 | 10/25/23 | 10/26/23 | 11/03/23 | 11/17/23 |
| **10/27/23 – 11/09/23** | **10/06/23** | **10/13/23** | **10/20/23** | **11/07/23** | **11/08/23** | **11/17/23** | **12/01/23** |
| **11/10/23 – 11/23/23** | **10/20/23** | **10/27/23** | **11/03/23** | **11/15/23** | **11/16/23** | **12/01/23** | **12/15/23** |
| **11/24/23 – 12/07/23** | **11/03/23** | **11/10/23** | **11/03/23** | **12/05/23** | **12/06/23** | **12/15/23** | **12/29/23** |
| **12/08/23 – 12/21/23** | **11/17/23** | **11/24/23** | **12/01/23** | **12/12/23** | **12/13/23** | **12/29/23** | **01/12/24** |
| 12/22/23 – 01/04/24 | 12/01/23 | 12/08/23 | 12/01/23 | 01/03/24 | 01/04/24 | 01/12/24 | 01/26/24 |
| 01/05/24 – 01/18/24 | 12/15/23 | 12/22/23 | 12/15/23 | 01/17/24 | 01/18/24 | 01/26/24 | 02/09/24 |

**Document Submission Deadlines**: All completed employment contracts, sign-up packets, and relevant payroll documents are due to the President, Provost, Vice President, Budget Office, Sponsored Research, and Human Resources on this date.

**Time & Attendance Deadlines**: Please adhere to time entry and approval deadlines. The system locks at 2:30 p.m., and departments will have to contact Time & Attendance to make any needed adjustments.

All dates highlighted in **RED** indicate early payroll processing. All dates are subject to change.