

# *Semi-Monthly*

## Payroll Schedule for Calendar Year 2023

Semi-monthly employees are required to **submit** an electronic leave report every pay period by **11:59 pm** on the date indicated in the "**Web Leave Report Submit Due Date**" column below. They are *not* required to complete an electronic time sheet. They are paid the 15th and last day of the month.

Processing of any personnel actions must be submitted to Human Resources no later than 5 working days prior to the "Pay Date" listed below. Adherence to these due dates will help facilitate proper pay on the corresponding pay date.

| <b>Payroll Number</b> | <b>Pay of Month</b> | <b>Pay Period Start Date</b> | <b>Pay Period End Date</b> | <b>Web Leave Report Submit Due Date</b> | <b>Web Leave Report Approve Due Date</b> | <b>Pay Date</b>   |
|-----------------------|---------------------|------------------------------|----------------------------|---|--|-------------------|
| 1                     | 1                   | 1/1/2023                     | 1/15/2023                  | <b>1/19/2023</b>                        | 1/20/2023                                | <b>1/13/2023</b>  |
| 2                     | 2                   | 1/16/2023                    | 1/31/2023                  | <b>2/3/2023</b>                         | 2/6/2023                                 | <b>1/31/2023</b>  |
| 3                     | 1                   | 2/1/2023                     | 2/15/2023                  | <b>2/20/2023</b>                        | 2/21/2023                                | <b>2/15/2023</b>  |
| 4                     | 2                   | 2/16/2023                    | 2/28/2023                  | <b>3/3/2023</b>                         | 3/6/2023                                 | <b>2/28/2023</b>  |
| 5                     | 1                   | 3/1/2023                     | 3/15/2023                  | <b>3/20/2023</b>                        | 3/21/2023                                | <b>3/15/2023</b>  |
| 6                     | 2                   | 3/16/2023                    | 3/31/2023                  | <b>4/5/2023</b>                         | 4/6/2023                                 | <b>3/31/2023</b>  |
| 7                     | 1                   | 4/1/2023                     | 4/15/2023                  | <b>4/19/2023</b>                        | 4/20/2023                                | <b>4/14/2023</b>  |
| 8                     | 2                   | 4/16/2023                    | 4/30/2023                  | <b>5/3/2023</b>                         | 5/4/2023                                 | <b>4/28/2023</b>  |
| 9                     | 1                   | 5/1/2023                     | 5/15/2023                  | <b>5/18/2023</b>                        | 5/19/2023                                | <b>5/15/2023</b>  |
| 10                    | 2                   | 5/16/2023                    | 5/31/2023                  | <b>6/5/2023</b>                         | 6/6/2023                                 | <b>5/31/2023</b>  |
| 11                    | 1                   | 6/1/2023                     | 6/15/2023                  | <b>6/21/2023</b>                        | 6/22/2023                                | <b>6/15/2023</b>  |
| 12                    | 2                   | 6/16/2023                    | 6/30/2023                  | <b>7/6/2023</b>                         | 7/7/2023                                 | <b>6/30/2023</b>  |
| 13                    | 1                   | 7/1/2023                     | 7/15/2023                  | <b>7/19/2023</b>                        | 7/20/2023                                | <b>7/14/2023</b>  |
| 14                    | 2                   | 7/16/2023                    | 7/31/2023                  | <b>8/3/2023</b>                         | 8/4/2023                                 | <b>7/31/2023</b>  |
| 15                    | 1                   | 8/1/2023                     | 8/15/2023                  | <b>8/18/2023</b>                        | 8/21/2023                                | <b>8/15/2023</b>  |
| 16                    | 2                   | 8/16/2023                    | 8/31/2023                  | <b>9/6/2023</b>                         | 9/7/2023                                 | <b>8/31/2023</b>  |
| 17                    | 1                   | 9/1/2023                     | 9/15/2023                  | <b>9/20/2023</b>                        | 9/21/2023                                | <b>9/15/2023</b>  |
| 18                    | 2                   | 9/16/2023                    | 9/30/2023                  | <b>10/4/2023</b>                        | 10/5/2023                                | <b>9/29/2023</b>  |
| 19                    | 1                   | 10/1/2023                    | 10/15/2023                 | <b>10/18/2023</b>                       | 10/19/2023                               | <b>10/13/2023</b> |
| 20                    | 2                   | 10/16/2023                   | 10/31/2023                 | <b>11/3/2023</b>                        | 11/6/2023                                | <b>10/31/2023</b> |
| 21                    | 1                   | 11/1/2023                    | 11/15/2023                 | <b>11/20/2023</b>                       | 11/21/2023                               | <b>11/15/2023</b> |
| 22                    | 2                   | 11/16/2023                   | 11/30/2023                 | <b>12/5/2023</b>                        | 12/6/2023                                | <b>11/30/2023</b> |
| 23                    | 1                   | 12/1/2023                    | 12/15/2023                 | <b>12/20/2023</b>                       | 12/21/2023                               | <b>12/15/2023</b> |
| 24                    | 2                   | 12/16/2023                   | 12/31/2023                 | <b>1/4/2024</b>                         | 1/5/2024                                 | <b>12/29/2023</b> |