

# *Bi-Weekly*

## Payroll Schedule for Calendar Year 2023

Bi-weekly employees are required to **submit** an electronic time sheet every pay period by **11:59 pm** on the date indicated in the "**Web Time Entry Submit Due Date**" column below. It is recommended that bi-weekly employees complete and save an electronic timesheet daily. They are *not* required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Web Time Entry Submit Due Date" column highlighted below. Adherence to these due dates will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Pay Period Start Date	Pay Period End Date	Web Time Entry Submit Due Date	Web Time Entry Approve Due Date	Pay Date
1	1	12/18/2022	12/31/2022	T 1/3/2023	W 1/4/2023	1/13/2023
2	2	1/1/2023	1/14/2023	T 1/17/2023	W 1/18/2023	1/27/2023
3	1	1/15/2023	1/28/2023	T 1/31/2023	W 2/1/2023	2/10/2023
4	2	1/29/2023	2/11/2023	T 2/14/2023	W 2/15/2023	2/24/2023
5	1	2/12/2023	2/25/2023	T 2/28/2023	W 3/1/2023	3/10/2023
6	2	2/26/2023	3/11/2023	T 3/14/2023	W 3/15/2023	3/24/2023
7	1	3/12/2023	3/25/2023	T 3/28/2023	W 3/29/2023	4/7/2023
8	2	3/26/2023	4/8/2023	T 4/11/2023	W 4/12/2023	4/21/2023
9	1	4/9/2023	4/22/2023	T 4/25/2023	W 4/26/2023	5/5/2023
10	2	4/23/2023	5/6/2023	T 5/9/2023	W 5/10/2023	5/19/2023
11	1	5/7/2023	5/20/2023	T 5/23/2023	W 5/24/2023	6/2/2023
12	2	5/21/2023	6/3/2023	T 6/6/2023	W 6/7/2023	6/16/2023
13	3	6/4/2023	6/17/2023	T 6/20/2023	W 6/21/2023	6/30/2023
14	1	6/18/2023	7/1/2023	M 7/3/2023	W 7/5/2023	7/14/2023
15	2	7/2/2023	7/15/2023	T 7/18/2023	W 7/19/2023	7/28/2023
16	1	7/16/2023	7/29/2023	T 8/1/2023	W 8/2/2023	8/11/2023
17	2	7/30/2023	8/12/2023	T 8/15/2023	W 8/16/2023	8/25/2023
18	1	8/13/2023	8/26/2023	T 8/29/2023	W 8/30/2023	9/8/2023
19	2	8/27/2023	9/9/2023	T 9/12/2023	W 9/13/2023	9/22/2023
20	1	9/10/2023	9/23/2023	T 9/26/2023	W 9/27/2023	10/6/2023
21	2	9/24/2023	10/7/2023	T 10/10/2023	W 10/11/2023	10/20/2023
22	1	10/8/2023	10/21/2023	T 10/24/2023	W 10/25/2023	11/3/2023
23	2	10/22/2023	11/4/2023	M 11/6/2023	T 11/7/2023	11/17/2023
24	1	11/5/2023	11/18/2023	M 11/20/2023	T 11/21/2023	12/1/2023
25	2	11/19/2023	12/2/2023	T 12/5/2023	W 12/6/2023	12/15/2023
26	3	12/3/2023	12/16/2023	M 12/18/2023	T 12/19/2023	12/29/2023