

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.

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