



2022-2023 Hourly Staff/Student Employee Payroll Schedule

Remember: New Hire paperwork must be submitted at least a week prior to the first day of work								
Pay #	Month	Start Date	End Date	Emp Time	Cut-off	Supervisors	Cut-off	Pay Date
		Entry Due	Time for	Time Entry	Time for			
		Date	Employee	Due Date	Supervisors			
2022								
17	July	7/23	8/5	8/9	11:59 PM	8/11	12:00 PM	8/17
18	Aug	8/6	8/19	8/23	11:59 PM	8/25	12:00 PM	8/31
19		8/20	9/2	9/6	11:59 PM	9/8	12:00 PM	9/14
20	Sep	9/3	9/16	9/20	11:59 PM	9/22	12:00 PM	9/28
21		9/17	9/30	10/4	11:59 PM	10/6	12:00 PM	10/12
22	Oct	10/1	10/14	10/18	11:59 PM	10/20	12:00 PM	10/26
23		10/15	10/28	11/1	11:59 PM	11/3	12:00 PM	11/9
24		10/29	11/11	11/15	11:59 PM	11/17	12:00 PM	11/23
25	Nov	11/12	11/25	11/29	11:59 PM	12/1	12:00 PM	12/7
26		11/26	12/9	12/13	11:59 PM	12/15	12:00 PM	12/21
2023								
1	Dec	12/10	12/23	12/27	11:59 PM	12/29	* 12:00 PM	1/4
2		12/24	1/6	1/10	11:59 PM	1/12	12:00 PM	1/18
3	Jan	1/7	1/20	1/24	11:59 PM	1/26	12:00 PM	2/1
4		1/21	2/3	2/7	11:59 PM	2/9	12:00 PM	2/15
5	Feb	2/4	2/17	2/21	11:59 PM	2/23	12:00 PM	3/1
6		2/18	3/3	3/7	11:59 PM	3/9	12:00 PM	3/15
7	Mar	3/4	3/17	3/21	11:59 PM	3/23	12:00 PM	3/29
8		3/18	3/31	4/4	11:59 PM	4/6	12:00 PM	4/12
9	Apr	4/1	4/14	4/18	11:59 PM	4/20	12:00 PM	4/26
10		4/15	4/28	5/2	11:59 PM	5/4	12:00 PM	5/10
11		4/29	5/12	5/16	11:59 PM	5/18	12:00 PM	5/24
12	May	5/13	5/26	5/30	11:59 PM	6/1	12:00 PM	6/7
13		5/27	6/9	6/13	11:59 PM	6/15	12:00 PM	6/21
14	Jun	6/10	6/23	6/27	11:59 PM	6/29	12:00 PM	7/5
15		6/24	7/7	7/11	11:59 PM	7/13	12:00 PM	7/19
16	Jul	7/8	7/21	7/25	11:59 PM	7/27	12:00 PM	8/2

***Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.**