



2023 Timekeeping and Payroll Processing Schedule

Pay period for online entry	PAF received by HR	Time file closes at 10AM for payroll processing	Payroll finalizes	Pay Date
Dec 25 - Jan 9	20-Dec-22	9-Jan*	10-Jan	13-Jan
Jan 10 - Jan 24	13-Jan	26-Jan	27-Jan	1-Feb
Jan 25 - Feb 9	1-Feb	10-Feb	13-Feb	16-Feb
Feb 10 - Feb 24	16-Feb	23-Feb*	24-Feb	1-Mar
Feb 25 - Mar 9	1-Mar	10-Mar	13-Mar	16-Mar
Mar 10 - Mar 24	16-Mar	27-Mar	28-Mar	31-Mar
Mar 25 - Apr 9	31-Mar	10-Apr	11-Apr	14-Apr
Apr 10 - Apr 24	14-Apr	25-Apr	26-Apr	1-May
Apr 25 - May 9	1-May	10-May	11-May	16-May
May 10 - May 24	16-May	25-May	26-May	1-Jun
May 25 - Jun 9	1-Jun	12-Jun	13-Jun	16-Jun
Jun 10 - Jun 24	16-Jun	26-Jun	27-Jun	3-Jul
Jun 25 - Jul 9	3-Jul	10-Jul	11-Jul	14-Jul
Jul 10 - Jul 24	14-Jul	26-Jul	27-Jul	1-Aug
Jul 25 - Aug 9	1-Aug	10-Aug	11-Aug	16-Aug

Aug 10 - Aug 24	16-Aug	28-Aug	29-Aug	1-Sep
Aug 25 - Sep 9	1-Sep	11-Sep	12-Sep	15-Sep
Sep 10 - Sep 24	15-Sep	25-Sep	26-Sep	29-Sep
Sep 25 - Oct 9	29-Sep	10-Oct	11-Oct	16-Oct
Oct 10 - Oct 24	16-Oct	26-Oct	27-Oct	1-Nov
Oct 25 - Nov 9	1-Nov	10-Nov	13-Nov	16-Nov
Nov 10 - Nov 24	16-Nov	27-Nov	28-Nov	1-Dec
Nov 25 - Dec 9	1-Dec	11-Dec	12-Dec	15-Dec
Dec 10 - Dec 24	8-Dec	20-Dec*	21-Dec	29-Dec

*** Files close early; files close at 10AM. Hours worked past the cutoff date will be reflected in the next payroll.**