



PAYROLL SCHEDULE 2023

DATE PAY PERIOD CLOSSES

All hours must be approved by guardian/member by the date in this column. This includes any/all changes/corrections. The date/time listed is when payroll closes.

PAYROLL DATES

Payroll checks will be deposited by 9:00am and checks mailed out by 3:00pm on the date listed in this column.

January

Monday, January 3rd at 5:00pm (for period 12/16/22 to 12/31/22)

Monday, January 16th at 5:00pm (for period 1/1/23-1/15/23)

January

Thursday, January 12th

Thursday, January 26th

February

Wednesday, February 1st at 5:00pm (for period 1/16/23-1/31/23)

Thursday, February 16th at 5:00pm (for period 2/1/23-2/15/23)

February

Friday, February 10th

Friday, February 24th

March

Wednesday March 1st at 5:00pm (for period 2/16/23-2/28/23)

Thursday March 16th at 5:00pm (for period 3/1/23-3/15/23)

March

Friday, March 10th

Friday, March 24th

April

Monday, April 3rd at 5:00pm (for period 3/16/23-3/31/23)

Monday, April 17th at 5:00pm (for period 4/1/23-4/15/23)

April

Wednesday, April 12th

Wednesday, April 26th

May

Monday, May 1st at 5:00pm (for period 4/16/23-4/30/23)

Tuesday, May 16th at 5:00pm (for period 5/1/23-5/15/23)

May

Friday, May 12th

Friday, May 26th

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June

Thursday, June 1st by 5:00pm (for period 5/16/23-5/31/23)
Friday, June 16th by 5:00pm (for period 6/1/23-6/15/23)

June

Monday, June 12th
Monday, June 26th

July

Monday, July 3rd by 5:00pm (for period 6/16/23-6/30/23)
Monday, July 17th by 5:00pm (for period 7/1/23-7/15/23)

July

Wednesday, July 12th
Wednesday, July 26th

August

Tuesday, August 1st by 5:00pm (for period 7/16/23-7/31/23)
Wednesday, August 16th by 5:00pm (for period 8/1/23-8/15/23)

August

Friday, August 11th
Friday, August 25th

September

Friday, September 1st by 5:00pm (for period 8/16/23-8/31/23)
Monday, September 18th by 5:00pm (for period 9/1/23-9/15/23)

September

Tuesday, September 12th
Tuesday, September 26th

October

Monday, October 2nd by 5:00pm (for period 9/16/23-9/30/23)
Monday, October 16th by 5:00pm (for period 10/1/23-10/15/23)

October

Thursday, October 12th
Thursday, October 26th

November

Wednesday, November 1st by 5:00pm (for period 10/16/23-10/31/23)
Thursday, November 16th by 5:00pm (for period 11/1/23-11/15/23)

November

Friday, November 10th
Wednesday, November 22nd

December

Friday, December 1st by 5:00pm (for period 11/16/23-11/30/23)
Saturday, December 16th by 5:00pm (for period 12/1/23-12/15/23)

December

Tuesday, December 12th
Friday, December 22nd