

MONTHLY PAYROLL SCHEDULE 2022 - 2023

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20231R01	Jul 6	Jul 8	Jul 15	Jul 14	Jul 18	Jul 21	Jul 22	Jul 29	Aug 4	Aug 15	Independence Day Mon Jul 4
Aug	20231R02	Aug 6	Aug 12	Aug 12	Aug 16	Aug 18	Aug 23	Aug 24	Aug 31	Sep 6	Sep 15	
Sep	20231R03	Sep 6	Sept 9	Sept 16	Sep 15	Sep 19	Sep 22	Sep 23	Sep 30	Oct 6	Oct 14	Labor Day Mon Sept 5
Oct	20231R04	Oct 6	Oct 14	Oct 14	Oct 14	Oct 18	Oct 21	Oct 24	Oct 31	Nov 4	Nov 15	
Nov	20231R05	Nov 6	Nov 11	Nov 11	Nov 11	Nov 15	Nov 18	Nov 21	Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 24-25
Dec	20231R06	Dec 6	Dec 2	Dec 2	Dec 6	Dec 8	Dec 13	Dec 14	*Dec 21	Jan 5	Jan 13	Winter Break Dec 23 -Jan 2
Jan	20231R07	Jan 6	Jan 13	Jan 13	Jan 13	Jan 18	Jan 23	Jan 24	Jan 31	Feb 6	Feb 15	ML King Jr Mon Jan 16
Feb	20231R08	Feb 6	Feb 10	Feb 10	Feb 13	Feb 15	Feb 20	Feb 21	Feb 28	Mar 6	Mar 15	
Mar	20231R09	Mar 6	Mar 10	Mar 17	Mar 16	Mar 20	Mar 23	Mar 24	Mar 31	Apr 6	Apr 14	
Apr	20231R10	Apr 6	Apr 7	Apr 14	Apr 13	Apr 17	Apr 20	Apr 21	Apr 28	May 4	May 15	
May	20231R11	May 6	May 12	May 12	May 15	May 17	May 22	May 23	May 31	Jun 6	Jun 15	Memorial Day Mon May 29
June	20231R12	Jun 6	Jun 9	Jun 16	Jun 15	Jun 19	Jun 22	Jun 23	Jun 30	Jul 6	Jul 14	

CTOD - CompTime on Demand

LWOP - Leave Without Pay

LOA - Leave of Absence

* Deviations Due to Holiday

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted