

## 2023 HUMAN RESOURCES PAYROLL SCHEDULE

2023 Paydates	Pay #	Personnel Action Forms to Human Resources by 5:00 pm *	Completion of Employee New Hire Paperwork (either through PageUp or paper form) by 5:00 pm **	All EPAFs to Human Resources by 5:00 pm	WEB Time Entry cutoff by 11:59 pm	Timesheet Approval Deadline by 12:00 Noon
		E-Sign Student Employment Forms to Human Resources by 5:00 pm *				Higher Level Duty Forms to Human Resources by 12:00 Noon
Tue - Jan 10	1	Fri - Dec 16	Tue - Dec 20	Wed - Dec 21	Sun - Dec 31	Tue - Jan 03
Wed - Jan 25	2	Thu - Jan 05	Mon - Jan 09	Tue - Jan 10	Sun - Jan 15	Tue - Jan 17
Fri - Feb 10	3	Tue - Jan 24	Thu - Jan 26	Fri - Jan 27	Tue - Jan 31	Wed - Feb 01
Fri - Feb 24	4	Tue - Feb 07	Wed - Feb 08	Thu - Feb 09	Wed - Feb 15	Thu - Feb 16
Fri - Mar 10	5	Wed - Feb 22	Thu - Feb 23	Fri - Feb 24	Tue - Feb 28	Wed - Mar 01
Fri - Mar 24	6	Wed - Mar 08	Thu - Mar 09	Fri - Mar 10	Wed - Mar 15	Thu - Mar 16
Mon - Apr 10	7	Thu - Mar 23	Fri - Mar 24	Mon - Mar 27	Fri - Mar 31	Mon - Apr 03
Tue - Apr 25	8	Thu - Apr 06	Mon - Apr 10	Tue - Apr 11	Sat - Apr 15	Mon - Apr 17
Wed - May 10	9	Mon - Apr 24	Tue - Apr 25	Wed - Apr 26	Sun - Apr 30	Mon - May 01
Thu - May 25	10	Tue - May 09	Wed - May 10	Thu - May 11	Mon - May 15	Tue - May 16
Fri - Jun 09	11	Tue - May 23	Wed - May 24	Thu - May 25	Wed - May 31	Thu - Jun 01
Mon - Jun 26	12	Wed - Jun 07	Thu - Jun 08	Fri - Jun 09	Thu - Jun 15	Fri - Jun 16
Mon - Jul 10	13	Wed - Jun 21	Fri - Jun 23	Mon - Jun 26	Fri - Jun 30	Mon - Jul 03
Tue - Jul 25	14	Thu - Jul 06	Mon - Jul 10	Tue - Jul 11	Sat - Jul 15	Mon - Jul 17
Thu - Aug 10	15	Mon - Jul 24	Wed - Jul 26	Thu - Jul 27	Mon - Jul 31	Tue - Aug 01
Fri - Aug 25	16	Wed - Aug 09	Thu - Aug 10	Fri - Aug 11	Tue - Aug 15	Wed - Aug 16
Mon - Sep 11	17	Wed - Aug 23	Thu - Aug 24	Fri - Aug 25	Thu - Aug 31	Fri - Sep 01
Mon - Sep 25	18	Thu - Sep 07	Fri - Sep 08	Mon - Sep 11	Fri - Sep 15	Mon - Sep 18
Tue - Oct 10	19	Wed - Sep 20	Thu - Sep 21	Mon - Sep 25	Sat - Sep 30	Mon - Oct 02
Wed - Oct 25	20	Fri - Oct 06	Tue - Oct 10	Wed - Oct 11	Sun - Oct 15	Mon - Oct 16
Thu - Nov 09	21	Tue - Oct 24	Wed - Oct 25	Thu - Oct 26	Tue - Oct 31	Wed - Nov 01
Wed - Nov 22	22	Fri - Nov 03	Mon - Nov 06	Tue - Nov 07	Wed - Nov 15	Thu - Nov 16
Mon - Dec 11	23	Tue - Nov 21	Wed - Nov 22	Mon - Nov 27	Thu - Nov 30	Fri - Dec 01
Fri - Dec 22	24	Wed - Dec 06	Thu - Dec 07	Fri - Dec 08	Fri - Dec 15	Mon - Dec 18

\*If PA form is not complete with all required information, HR will return to department and processing may be delayed

\*\*If new hire paperwork is not complete by this deadline, processing may be delayed