

## Biweekly Timesheet/Payroll Calendar

### Calendar Year 2023

\*All Time Transactions are Due at 3:00 PM

| Pay Date   | Time Transaction Deadline(*) | Payroll Close Date | Pay Period Number | Pay Period Effective Dates |          |
|------------|------------------------------|--------------------|-------------------|----------------------------|----------|
|            |                              |                    |                   | Begin Date                 | End Date |
| 07/07/23   | 06/29/23                     | 07/04/23           | Biweekly          | 06/11/23                   | 06/24/23 |
| 07/14/23   | 07/06/23                     | 07/11/23           | Offcycle          |                            | 06/24/23 |
| 07/21/23   | 07/13/23                     | 07/18/23           | Biweekly          | 06/25/23                   | 07/08/23 |
| 07/28/23   | 07/20/23                     | 07/25/23           | Offcycle          |                            | 07/08/23 |
| 08/04/23   | 07/27/23                     | 08/01/23           | Biweekly          | 07/09/23                   | 07/22/23 |
| 08/11/23   | 08/03/23                     | 08/08/23           | Offcycle          |                            | 07/22/23 |
| 08/18/23   | 08/10/23                     | 08/15/23           | Biweekly          | 07/23/23                   | 08/05/23 |
| 08/25/23   | 08/17/23                     | 08/22/23           | Offcycle          |                            | 08/05/23 |
| 09/01/23   | 08/24/23                     | 08/29/23           | Biweekly          | 08/06/23                   | 08/19/23 |
| 09/08/23   | 8/30/23**                    | 09/05/23           | Offcycle          |                            | 08/19/23 |
| 09/15/23   | 09/07/23                     | 09/12/23           | Biweekly          | 08/20/23                   | 09/02/23 |
| 09/22/23   | 09/14/23                     | 09/19/23           | Offcycle          |                            | 09/02/23 |
| 09/29/23   | 09/21/23                     | 09/26/23           | Biweekly          | 09/03/23                   | 09/16/23 |
| 10/06/23   | 09/28/23                     | 10/03/23           | Offcycle          |                            | 09/16/23 |
| 10/13/23   | 10/04/23**                   | 10/10/23           | Biweekly          | 09/17/23                   | 09/30/23 |
| 10/20/23   | 10/12/23                     | 10/17/23           | Offcycle          |                            | 09/30/23 |
| 10/27/23   | 10/19/23                     | 10/24/23           | Biweekly          | 10/01/23                   | 10/14/23 |
| 11/03/23   | 10/26/23                     | 10/31/23           | Offcycle          |                            | 10/14/23 |
| 11/09/23** | 11/01/23**                   | 11/06/23**         | Biweekly          | 10/15/23                   | 10/28/23 |
| 11/17/23   | 11/08/23**                   | 11/14/23           | Offcycle          |                            | 10/28/23 |
| 11/24/23   | 11/15/23**                   | 11/20/23**         | Biweekly          | 10/29/23                   | 11/11/23 |
| 12/01/23   | 11/22/23**                   | 11/28/23           | Offcycle          |                            | 11/11/23 |
| 12/08/23   | 11/30/23                     | 12/05/23           | Biweekly          | 11/12/23                   | 11/25/23 |
| 12/15/23   | 12/07/23                     | 12/12/23           | Offcycle          |                            | 11/25/23 |
| 12/22/23   | 12/14/23                     | 12/19/23           | Biweekly          | 11/26/23                   | 12/09/23 |
| 12/29/23   | 12/20/23**                   | 12/26/23           | Offcycle          |                            | 12/09/23 |

\*\*Schedule Adjustment - Due to Holiday