

TIMECARD AND PAYROLL SCHEDULE FOR CALENDAR YEAR 2023

Hourly Employee Timecard and Supervisor Approval Due	
Date	Day
1/10/2023	Tuesday
1/26/2023	Thursday
2/9/2023	Thursday
2/23/2023	Thursday
3/9/2023	Thursday
3/27/2023	Monday
4/11/2023	Tuesday
4/25/2023	Tuesday
5/10/2022	Wednesday
5/25/2022	Thursday
6/9/2023	Friday
6/26/2023	Monday
7/11/2023	Tuesday
7/26/2023	Wednesday
8/10/2023	Thursday
8/25/2023	Friday
9/11/2023	Monday
9/26/2023	Tuesday
10/10/2023	Tuesday
10/26/2023	Thursday
11/9/2023	Thursday
11/27/2023	Monday
12/12/2023	Tuesday
12/26/2023	Tuesday

HR Transmits Payroll	
Date	Day
1/11/2023	Wednesday
1/27/2023	Friday
2/10/2023	Friday
2/24/2023	Friday
3/10/2023	Friday
3/28/2023	Tuesday
4/12/2023	Wednesday
4/26/2023	Wednesday
5/11/2023	Thursday
5/26/2023	Friday
6/12/2023	Monday
6/27/2023	Tuesday
7/12/2023	Wednesday
7/27/2023	Thursday
8/11/2023	Friday
8/28/2023	Monday
9/12/2023	Tuesday
9/27/2023	Wednesday
10/11/2023	Wednesday
10/27/2023	Friday
11/10/2023	Friday
11/28/2023	Tuesday
12/13/2023	Wednesday
12/27/2023	Wednesday

Pay Day	
Date	Day
1/10/2023	Friday
1/16/2023	Tuesday
1/23/2023	Wednesday
1/30/2023	Tuesday
2/6/2023	Monday
2/13/2023	Monday
2/20/2023	Monday
2/27/2023	Monday
3/6/2023	Monday
3/13/2023	Monday
3/20/2023	Monday
3/27/2023	Monday
4/3/2023	Monday
4/10/2023	Monday
4/17/2023	Monday
4/24/2023	Monday
5/1/2023	Monday
5/8/2023	Monday
5/15/2023	Monday
5/22/2023	Monday
5/29/2023	Monday
6/5/2023	Monday
6/12/2023	Monday
6/19/2023	Monday
6/26/2023	Monday
7/3/2023	Monday
7/10/2023	Monday
7/17/2023	Monday
7/24/2023	Monday
7/31/2023	Monday
8/7/2023	Monday
8/14/2023	Monday
8/21/2023	Monday
8/28/2023	Monday
9/4/2023	Monday
9/11/2023	Monday
9/18/2023	Monday
9/25/2023	Monday
10/2/2023	Monday
10/9/2023	Monday
10/16/2023	Monday
10/23/2023	Monday
10/30/2023	Monday
11/6/2023	Monday
11/13/2023	Monday
11/20/2023	Monday
11/27/2023	Monday
12/4/2023	Monday
12/11/2023	Monday
12/18/2023	Monday
12/25/2023	Monday

Salaried Employees Approve Timecards (EOD-End of Business Day)	
Start	End
(Fri EOD) 01/13/2023	(Tue 2pm) 01/17/2023
(Tue EOD) 01/31/2023	(Wed 2pm) 02/01/2023
(Wed EOD) 02/15/2023	(Thu 2pm) 02/16/2023
(Tue EOD) 02/28/2023	(Wed 2pm) 03/01/2023
(Wed EOD) 03/15/2023	(Thu 2pm) 03/16/2023
(Fri EOD) 03/31/2023	(Mon 2pm) 04/03/2023
(Fri EOD) 04/14/2023	(Mon 2pm) 04/17/2023
(Fri EOD) 04/28/2023	(Mon 2pm) 05/01/2023
(Mon EOD) 05/15/2023	(Tue 2pm) 05/16/2023
(Wed EOD) 05/31/2023	(Thu 2pm) 06/01/2023
(Thu EOD) 06/15/2023	(Fri 2pm) 06/16/2023
(Fri EOD) 06/30/2023	(Mon 2pm) 07/03/2023
(Fri EOD) 07/14/2023	(Mon 2pm) 07/17/2023
(Mon EOD) 07/31/2023	(Tue 2pm) 08/01/2023
(Tue EOD) 08/15/2023	(Wed 2pm) 08/16/2023
(Thu EOD) 08/31/2023	(Fri 2pm) 09/01/2023
(Fri EOD) 09/15/2023	(Mon 2pm) 09/18/2023
(Fri EOD) 09/29/2023	(Mon 2pm) 10/02/2023
(Fri EOD) 10/13/2023	(Mon 2pm) 10/16/2023
(Tue EOD) 10/31/2023	(Wed 2pm) 11/01/2023
(Wed EOD) 11/15/2023	(Thu 2pm) 11/16/2023
(Thu EOD) 11/30/2023	(Fri 2pm) 12/01/2023
(Fri EOD) 12/15/2023	(Mon 2pm) 12/18/2023
(Fri EOD) 12/29/2023	(Tue 2pm) 01/03/2024

Supervisors Approve Salaried Employee Timecards	
Start	End
(Tue 2pm) 01/17/2023	(Wed 10am) 01/18/2023
(Wed 2pm) 02/01/2023	(Thu 10am) 02/02/2023
(Thu 2pm) 02/16/2023	(Fri 10am) 02/17/2023
(Wed 2pm) 03/01/2023	(Thu 10am) 03/02/2023
(Thu 2pm) 03/16/2023	(Fri 10am) 03/17/2023
(Mon 2pm) 04/03/2023	(Tue 10am) 04/04/2023
(Mon 2pm) 04/17/2023	(Tue 10am) 04/18/2023
(Mon 2pm) 05/01/2023	(Tue 10am) 05/02/2023
(Tue 2pm) 05/16/2023	(Wed 10am) 05/17/2023
(Thu 2pm) 06/01/2023	(Fri 10am) 06/02/2023
(Fri 2pm) 06/16/2023	(Tue 10am) 06/20/2023
(Mon 2pm) 07/03/2023	(Wed 10am) 07/05/2023
(Mon 2pm) 07/17/2023	(Tue 10am) 07/18/2023
(Tue 2pm) 08/01/2023	(Wed 10am) 08/02/2023
(Wed 2pm) 08/16/2023	(Thu 10am) 08/17/2023
(Fri 2pm) 09/01/2023	(Tue 10am) 09/05/2023
(Mon 2pm) 09/18/2023	(Tue 10am) 09/19/2023
(Mon 2pm) 10/02/2023	(Tue 10am) 10/03/2023
(Mon 2pm) 10/16/2023	(Tue 10am) 10/17/2023
(Wed 2pm) 11/01/2023	(Thu 10am) 11/02/2023
(Thu 2pm) 11/16/2023	(Fri 10am) 11/17/2023
(Fri 2pm) 12/01/2023	(Mon 10am) 12/04/2023
(Mon 2pm) 12/18/2023	(Tue 10am) 12/19/2023
(Tue 2pm) 01/03/2024	(Wed 10am) 01/04/2023

* Please note these time card approval days span a weekend or holiday