

Hourly & Adjunct Employee Payroll Schedule

Deadline to HR New Hires or New Assignments	Deadline to HR -Revisions to Existing Assignments	Deadline to Request Manual Checks	Hourly Paylines Open	Employee Deadline to enter time	Manager Deadline to approve time @ 10:00AM	Payroll Transmittal	Paydate	Pay Period #
Monday, November 28, 2022	Friday, December 30, 2022	Monday, December 12, 2022	Tuesday, January 3, 2023	Thursday, December 15, 2022	Friday, December 16, 2022	Thursday, January 5, 2023	Tuesday, January 10, 2023	1
Tuesday, December 20, 2022	Friday, January 27, 2023	Monday, January 23, 2023	Tuesday, January 31, 2023	Wednesday, February 1, 2023	Thursday, February 2, 2023	Tuesday, February 7, 2023	Friday, February 10, 2023	2
Friday, January 27, 2023	Friday, February 24, 2023	Thursday, February 16, 2023	Tuesday, February 28, 2023	Wednesday, March 1, 2023	Thursday, March 2, 2023	Tuesday, March 7, 2023	Friday, March 10, 2023	3
Wednesday, March 1, 2023	Monday, March 27, 2023	Wednesday, March 22, 2023	Wednesday, March 29, 2023	Thursday, March 30, 2023	Monday, April 3, 2023	Wednesday, April 5, 2023	Monday, April 10, 2023	4
Thursday, March 30, 2023	Wednesday, April 26, 2023	Thursday, April 20, 2023	Friday, April 28, 2023	Monday, May 1, 2023	Tuesday, May 2, 2023	Friday, May 5, 2023	Wednesday, May 10, 2023	5
Monday, May 1, 2023	Friday, May 26, 2023	Wednesday, May 24, 2023	Tuesday, May 30, 2023	Wednesday, May 31, 2023	Thursday, June 1, 2023	Tuesday, June 6, 2023	Friday, June 9, 2023	6
Friday, May 26, 2023	Monday, June 26, 2023	Thursday, June 22, 2023	Wednesday, June 28, 2023	Friday, June 30, 2023	Friday, June 30, 2023	Wednesday, July 5, 2023	Monday, July 10, 2023	7
Monday, July 3, 2023	Thursday, July 27, 2023	Friday, July 21, 2023	Monday, July 31, 2023	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Monday, August 7, 2023	Thursday, August 10, 2023	8
Monday, July 31, 2023	Friday, August 25, 2023	Wednesday, August 23, 2023	Tuesday, August 29, 2023	Thursday, August 31, 2023	Thursday, August 31, 2023	Tuesday, September 5, 2023	Friday, September 8, 2023	9
Wednesday, August 30, 2023	Monday, September 25, 2023	Thursday, September 21, 2023	Wednesday, September 27, 2023	Friday, September 29, 2023	Monday, October 2, 2023	Wednesday, October 4, 2023	Tuesday, October 10, 2023	10
Friday, September 29, 2023	Thursday, October 26, 2023	Monday, October 23, 2023	Monday, October 30, 2023	Tuesday, October 31, 2023	Wednesday, November 1, 2023	Monday, November 6, 2023	Thursday, November 9, 2023	11
Tuesday, October 31, 2023	Friday, November 24, 2023	Monday, November 20, 2023	Tuesday, November 28, 2023	Thursday, November 30, 2023	Friday, December 1, 2023	Tuesday, December 5, 2023	Friday, December 8, 2023	12
Tuesday, November 28, 2023	Friday, December 29, 2023	Thursday, December 7, 2023	Tuesday, January 2, 2024	Thursday, December 14, 2023	Friday, December 15, 2023	Friday, January 5, 2024	Wednesday, January 10, 2024	13