

Processing payroll is an essential function and partnership between human resources and finance that has many detailed aspects.

The schedule below outlines bi-weekly payroll dates, includes critical deadlines for processing and approval to ensure produce payroll that is timely, efficient and error free for all employees.

Pay #	Start of Pay Period	End of Pay Period	Deadline for processing new hires or payroll changes to HR for payroll	Timesheets Due	Supervisor Approval Deadline	Pay Day
01	12/24/23	1/6/23	12/20/22	1/6/23	1/9/23	1/13/23
02	1/7/23	1/20/23	1/9/23	1/20/23	1/23/23	1/27/23
03	1/21/23	2/3/23	1/23/23	2/3/23	2/6/23	2/10/23
04	2/4/23	2/17/2023	2/6/23	2/17/2023	2/20/23	2/24/23
05	2/18/23	3/3/2023	2/20/23	3/3/2023	3/6/23	3/10/23
06	3/4/23	3/17/23	3/6/23	3/17/23	3/20/23	3/24/23
07	3/18/23	3/31/23	3/20/23	3/31/23	4/3/23	4/7/2023
08	4/1/23	4/14/23	4/3/23	4/14/23	4/17/23	4/21/23
09	4/15/23	4/28/23	4/17/23	4/28/23	5/1/23	5/5/23
10	4/29/23	5/12/23	5/1/23	5/12/23	5/15/23	5/19/23
11	5/13/23	5/26/23	5/15/23	5/26/23	*5/30/23	6/2/23
12	5/27/23	6/9/23	*5/30/23	6/9/23	6/12/23	6/16/23
13	6/10/23	6/23/23	6/12/23	6/23/23	6/26/23	***6/30/23
14	6/24/23	7/7/23	6/26/23	7/7/23	7/10/23	7/14/23
15	7/8/23	7/21/23	7/10/23	7/21/23	7/24/23	7/28/23
16	7/22/23	8/4/23	8/7/23	8/4/23	8/7/23	8/11/23
17	8/5/23	8/18/23	8/21/23	8/18/23	8/21/23	8/25/23
18	8/19/23	9/1/23	8/21/23	9/1/23	*9/5/23	9/8/23
19	9/2/23	9/15/23	*9/5/23	9/15/23	9/18/23	9/22/23
20	9/16/23	9/29/23	9/18/23	9/29/23	10/2/23	10/6/23
21	9/30/23	10/13/23	10/2/23	10/13/23	10/16/23	10/20/23
22	10/14/23	10/27/23	10/16/23	10/27/23	10/30/23	11/3/23
23	10/28/23	11/10/23	10/30/23	11/10/23	11/13/23	11/17/23
24	11/11/23	11/24/23	11/13/23	**11/24/23	11/13/23	12/1/23
25	11/25/23	12/8/23	11/27/23	12/8/23	11/27/23	12/15/23
26	12/9/23	12/22/23	12/11/2023	12/22/23	12/11/23	***12/29/23

Payroll Legend

* Date moved to a Tuesday due to the designated Monday being a BSC Holiday.

**Date moved to Wednesday due to Thanksgiving and Day After Thanksgiving Holiday.

*** Benefits Holiday – No ‘benefit deductions’ except regular payroll deductions for garnishments, rent, health savings, flexible savings, TIAA, etc.

