

STAFF PAYROLL SCHEDULE (2022-2023)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
05/14/22 - 05/27/22	05/13/22	05/27/22	05/30/22	06/03/22	
05/28/22 - 06/10/22	05/27/22	06/10/22	06/13/22	06/17/22	*Memorial Day (5/30) - University Closed
06/11/22 - 06/24/22	06/10/22	06/24/22	06/27/22	07/01/22	*Juneteenth (6/20) - University Closed
06/25/22 - 07/08/22	06/24/22	07/08/22	07/11/22	07/15/22	*Independence Day (7/4) - University Closed
07/09/22 - 07/22/22	07/08/22	07/22/22	07/25/22	07/29/22	
07/23/22 - 08/05/22	07/22/22	08/05/22	08/08/22	08/12/22	
08/06/22 - 08/19/22	08/05/22	08/19/22	08/22/22	08/26/22	
08/20/22 - 09/02/22	08/19/22	09/02/22	09/05/22	09/09/22	
09/03/22 - 09/16/22	09/02/22	09/16/22	09/19/22	09/23/22	*Labor Day (9/5) - University Closed
09/17/22 - 09/30/22	09/16/22	09/30/22	10/03/22	10/07/22	
10/01/22 - 10/14/22	09/30/22	10/14/22	10/17/22	10/21/22	
10/15/22 - 10/28/22	10/14/22	10/28/22	10/31/22	11/04/22	
10/29/22 - 11/11/22	10/28/22	11/10/22	11/10/22	11/18/22	*Veterans Day (11/11) - University Closed
11/12/22 - 11/25/22	11/11/22	11/23/22	11/23/22	12/02/22	*Thanksgiving Break (11/24-11/25) - University Closed
11/26/22 - 12/09/22	11/25/22	12/09/22	12/12/22	12/16/22	
12/10/22 - 12/23/22	12/09/22	12/22/22	12/22/22	12/30/22	*Christmas Holiday (12/23,12/26) - University Closed
12/24/22 - 01/06/23	12/23/22	01/06/23	01/09/23	01/13/23	*Winter Break (12/27-31) - University Closed *New Years Day (1/2) - University Closed
01/07/23 - 01/20/23	01/06/23	01/20/23	01/23/23	01/27/23	*Martin Luther King Jr Day (1/16) - University Closed
01/21/23 - 02/03/23	01/20/23	02/03/23	02/06/23	02/10/23	
02/04/23 - 02/17/23	02/03/23	02/17/23	02/20/23	02/24/23	
02/18/23 - 03/03/23	02/17/23	03/03/23	03/06/23	03/10/23	
03/04/23 - 03/17/23	03/03/23	03/17/23	03/20/23	03/24/23	
03/18/23 - 03/31/23	03/17/23	03/31/23	04/03/23	04/07/23	
04/01/23 - 04/14/23	03/31/23	04/14/23	04/17/23	04/21/23	
04/15/23 - 04/28/23	04/14/23	04/28/23	05/01/23	05/05/23	
04/29/23 - 05/12/23	04/28/23	05/12/23	05/15/23	05/19/23	
05/13/23 - 05/26/23	05/12/23	05/26/23	05/29/23	06/02/23	
05/27/23 - 06/09/23	05/26/23	06/09/23	06/12/23	06/16/23	*Memorial Day (5/29) - University Closed
06/10/23 - 06/23/23	06/09/23	06/23/23	06/26/23	06/30/23	*Juneteenth (6/19) - University Closed
06/24/23 - 07/07/23	06/23/23	07/07/23	07/10/23	07/14/23	*Independence Day (7/4) - University Closed
07/08/23 - 07/21/23	07/07/23	07/21/23	07/24/23	07/28/23	
07/22/23 - 08/04/23	07/21/23	08/04/23	08/07/23	08/11/23	
08/05/23 - 08/18/23	08/04/23	08/18/23	08/21/23	08/25/23	
OBSERVED HOLIDAYS/BREAKS					
Memorial Day - May 30, 2022			Winter Break - December 27-31, 2022		
Juneteenth - June 20, 2022			New Year - January 2, 2023		
Independence Day - July 4, 2022			Martin Luther King Day - January 16, 2023		
Labor Day - September 5, 2022			Memorial Day - May 29, 2023		
Veterans Day - November 11, 2022			Juneteenth - June 19, 2023		
Thanksgiving - November 24-25, 2022			Independence Day - July 4, 2023		
Christmas - December 23 & 26, 2022					