

STUDENT 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					
05/07/22 - 05/20/22	05/06/22	05/20/22	05/23/22	06/03/22	
05/21/22 - 06/03/22	05/20/22	06/03/22	06/06/22	06/17/22	*Memorial Day (5/30) - University Closed
06/04/22 - 06/17/22	06/03/22	06/17/22	06/20/22	07/01/22	
06/18/22 - 07/01/22	06/17/22	07/01/22	07/01/22	07/15/22	*Juneteenth (6/20) - University Closed
07/02/22 - 07/15/22	07/01/22	07/15/22	07/18/22	07/29/22	*Independence Day (7/4) - University Closed
07/16/22 - 07/29/22	07/15/22	07/29/22	08/01/22	08/12/22	
07/30/22 - 08/12/22	07/29/22	08/12/22	08/15/22	08/26/22	
08/13/22 - 08/26/22	08/12/22	08/26/22	08/29/22	09/09/22	
08/27/22 - 09/09/22	08/26/22	09/09/22	09/12/22	09/23/22	*Labor Day (9/5) - University Closed
09/10/22 - 09/23/22	09/09/22	09/23/22	09/26/22	10/07/22	
09/24/22 - 10/07/22	09/23/22	10/07/22	10/10/22	10/21/22	
10/08/22 - 10/21/22	10/07/22	10/21/22	10/24/22	11/04/22	
10/22/22 - 11/04/22	10/21/22	11/04/22	11/07/22	11/18/22	
11/05/22 - 11/18/22	11/04/22	11/18/22	11/21/22	12/02/22	*Veterans Day (11/11) - University Closed
11/19/22 - 12/02/22	11/18/22	12/02/22	12/05/22	12/16/22	*Thanksgiving Break (11/24-11/25) - University Closed
12/03/22 - 12/16/22	12/02/22	12/16/22	12/19/22	12/30/22	
12/17/22 - 12/30/22	12/16/22	12/30/22	12/30/22	01/13/23	*Christmas Holiday (12/23,12/26) - University Closed *Winter Break (12/27-12/31) - University Closed
12/31/22 - 01/13/23	12/30/22	01/13/23	01/13/23	01/27/23	*New Years Day (1/2) - University Closed
01/14/23 - 01/27/23	01/13/23	01/27/23	01/30/23	02/10/23	*Martin Luther King Jr Day (1/16) - University Closed
01/28/23 - 02/10/23	01/27/23	02/10/23	02/13/23	02/24/23	
02/11/23 - 02/24/23	02/10/23	02/24/23	02/27/23	03/10/23	
02/25/23 - 03/10/23	02/24/23	03/10/23	03/13/23	03/24/23	
03/11/23 - 03/24/23	03/10/23	03/24/23	03/27/23	04/07/23	
03/25/23 - 04/07/23	03/24/23	04/07/23	04/10/23	04/21/23	
04/08/23 - 04/21/23	04/07/23	04/21/23	04/24/23	05/05/23	
04/22/23 - 05/05/23	04/21/23	05/05/23	05/08/23	05/19/23	
05/06/23 - 05/19/23	05/05/23	05/19/23	05/22/23	06/02/23	
05/20/23 - 06/02/23	05/19/23	06/02/23	06/05/23	06/16/23	*Memorial Day (5/29) - University Closed
06/03/23 - 06/16/23	06/02/23	06/16/23	06/19/23	06/30/23	
06/17/23 - 06/30/23	06/16/23	06/30/23	07/03/23	07/14/23	*Juneteenth (6/19) - University Closed
07/01/23 - 07/14/23	06/30/23	07/14/23	07/17/23	07/28/23	*Independence Day (7/4) - University Closed
07/15/23 - 07/28/23	07/14/23	07/28/23	07/31/23	08/11/23	
07/29/23 - 08/11/23	07/28/23	08/11/23	08/14/23	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					