

2023 Payroll and Workday Approval Deadline Calendar (Tabular)

Pay Period	Payroll Calculation Window	Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm)	Timesheet Approval and Costing Allocation Deadlines (9pm)	Payday	Pay Period Hours
Dec 16-31, 2023	Dec 28, 2022 – Jan 4, 2023	Dec 30, 2022	Jan 4, 2023	Jan 10, 2023	88
Jan 1-15	Jan 11 - 19	Jan 15	Jan 19	Jan 25	80
Jan 16-31	Jan 26 – Feb 6	Jan 31	Feb 6	Feb 10	96
Feb 1-15	Feb 11 -17	Feb 15	Feb 17	Feb 24	88
Feb 16-28	Feb 25 – Mar 6	Feb 28	Mar 6	Mar 10	72
Mar 1-15	Mar 11-20	Mar 15	Mar 20	Mar 24	88
Mar 16-31	Mar 25 – Apr 4	Mar 31	Apr 4	Apr 10	96
Apr 1-15	Apr 11-19	Apr 15	Apr 19	Apr 25	80
Apr 16-30	Apr 26 – May 4	Apr 30	May 4	May 10	80
May 1-15	May 11-19	May 15	May 19	May 25	88
May 16-31	May 26 – June 5	May 31	June 5	June 9	96
June 1-15	June 10-20	June 15	June 20	June 26	88
June 16-30	June 23 – July 3	June 25*	July 3	July 10	88
July 1-15	July 11-19	July 15	July 19	July 25	80
July 16-31	July 26 – Aug 4	July 31	Aug 4	Aug 10	88
Aug 1-15	Aug 11-21	Aug 15	Aug 21	Aug 25	88
Aug 16-31	Aug 26 – Sept 5	Aug 31	Sept 5	Sept 11	96
Sept 1-15	Sept 12-19	Sept 15	Sept 19	Sept 25	88
Sept 16-30	Sept 26 – Oct 3	Sept 30	Oct 3	Oct 10	80
Oct 1-15	Oct 11-19	Oct 15	Oct 19	Oct 25	80
Oct 16-31	Oct 26 – Nov 3	Oct 31	Nov 3	Nov 9	96
Nov 1-15	Nov 10-17	Nov 15	Nov 17	Nov 22	88
Nov 16-30	Nov 23 – Dec 5	Nov 30	Dec 5	Dec 11	88
Dec 1-15	Dec 12-19	Dec 15	Dec 19	Dec 22	88
Dec 16-31	Dec 23, 2023– Jan 4, 2024	Dec 31	Jan 4, 2024	Jan 10, 2024	80

*Early Deadline - please plan accordingly!

