

# 2023 PAYROLL DATES

Payroll #	Payroll Period Covered		Monthly Accruals Added	Deduction Schedule Key*	Biweekly			Monthly Reports****	Adjunct/Overload Pay Schedule	Payday <small>(Always Friday unless noted)</small>
	From	To			Paper Sheets**	Web Time Sheets by 9:00 pm***	Web Approval by 12:00 pm***			
1	12/26/22	01/08/23		5	01/05/23	01/08/23	01/09/23	1/9/2023		01/13/23
2	01/09/23	01/22/23	Yes	2	01/19/23	01/22/23	01/23/23			01/27/23
3	01/23/23	02/05/23		1	02/02/23	02/05/23	02/06/23	2/7/2023	Pay 1 of 9 Spring 2023	02/10/23
4	02/06/23	02/19/23	Yes	2	02/16/23	02/19/23	02/20/23			02/24/23
5	02/20/23	03/05/23		1	03/02/23	03/05/23	03/06/23	3/7/2022		03/10/23
6	03/06/23	03/19/23	Yes	2	03/16/23	03/19/23	03/20/23			03/24/23
7	03/20/23	04/02/23		1	03/30/23	04/02/23	04/03/23	4/7/2023		04/07/23
8	04/03/23	04/16/23	Yes	2	04/13/23	04/16/23	04/17/23			04/21/23
9	04/17/23	04/30/23		1	04/27/23	04/30/23	05/01/23	5/5/2023		05/05/23
10	05/01/23	05/14/23	Yes	2	05/11/23	05/14/23	05/15/23			05/19/23
11	05/15/23	05/28/23		1	05/24/23	05/25/23	05/26/23	6/7/2023	Pay 9 of 9 Spring 2023	06/02/23
12	05/29/23	06/11/23		2	06/08/23	06/11/23	06/12/23			06/16/23
13	06/12/23	06/25/23	Yes	3	06/22/23	06/25/23	06/26/23			06/30/23
14	06/26/23	07/09/23		5	07/06/23	07/09/23	07/10/23	7/7/2023		07/14/23
15	07/10/23	07/23/23	Yes	2	07/20/23	07/23/23	07/24/23			07/28/23
16	07/24/23	08/06/23		6	08/03/23	08/06/23	08/07/23	8/7/2023		08/11/23
17	08/07/23	08/20/23	Yes	2	08/17/23	08/20/23	08/21/23			08/25/23
18	08/21/23	09/03/23		4	08/30/23	08/31/23	09/01/23	9/7/2023	Pay 1 of 9 Fall 2023	09/08/23
19	09/04/23	09/17/23	Yes	2	09/14/23	09/17/23	09/18/23			09/22/23
20	09/18/23	10/01/23		1	09/28/23	10/01/23	10/02/23	10/6/2023		10/06/23
21	10/02/23	10/15/23	Yes	2	10/12/23	10/15/23	10/16/23			10/20/23
22	10/16/23	10/29/23		1	10/26/23	10/29/23	10/30/23	11/7/2023	Longevity	11/03/23
23	10/30/23	11/12/23	Yes	2	11/09/23	11/12/23	11/13/23			11/17/23
24	11/13/23	11/26/23		1	11/22/23	11/26/23	11/27/23	12/7/2023		12/01/23
25	11/27/23	12/10/23		2	12/07/23	12/10/23	12/11/23			12/15/23
26	12/11/23	12/24/23	Yes	3	12/13/23	12/14/03	12/15/23		Pay 9 of 9 Fall 2023	12/29/23

\* Deduction Schedule Key: (all deductions are taken each payroll **except** those noted as follows);

- 1 = Dependent Life Insurance, Vision Premiums
- 2 = Union Dues (Guild & Faculty only), Dental Premiums
- 3 = Health Premiums, Health & Dependent Care Spending, Dental Premiums, Vision Premiums, Faculty & Guild Dues, Dependent Life Ins, Voluntary Life Ins
- 4 = Dependent Life Insurance, Vision Premiums & Faculty Dues Only
- 5 = Dependent Life Insurance, Vision Premiums, FA Adjunct Dental
- 6 = Dependent Life Insurance, Vision Premiums, FA Adjunct Dental & Faculty Dues Only

### Deadlines

- \*\* Bi-weekly - Clerical, Management Confidential Maintenance & Other Paper Timesheets
- \*\*\* Web Time Sheets - Part Time and Student Employees
- \*\*\*\* Monthly - Faculty, Guild and Administration Leave Reports

## HOLIDAYS

NEW YEARS DAY	Monday, January 2, 2023
MARTIN LUTHER KING JR DAY	Monday, January 16, 2023
● LINCOLN'S BIRTHDAY	Monday, February 13, 2023
● PRESIDENT'S DAY	Monday, February 20, 2023
MEMORIAL DAY	Monday, May 29, 2023
● JUNETEENTH	Monday, June 19, 2023
INDEPENDENCE DAY	Tuesday, July 4, 2023
LABOR DAY	Monday, September 4, 2023
COLUMBUS DAY	Monday, October 9, 2023
● ELECTION DAY	Tuesday, November 7, 2023
● VETERAN'S DAY	Friday, November 10, 2023
# DAY BEFORE THANKSGIVING	Wednesday, November 22, 2023
THANKSGIVING DAY	Thursday, November 23, 2023
DAY AFTER THANKSGIVING	Friday, November 24, 2023
CHRISTMAS DAY	Monday, December 25, 2023
NEW YEARS DAY	Monday, January 1, 2024

Curtailment 2023-2024 will begin on 12/23/23 and will end on 1/1/24. Return to work on 1/2/24.

● These are compensatory holidays for clerical, maintenance, administrative, guild employees and 12 month faculty. # This is a compensatory holiday for clerical, maintenance, administrative and guild employees and a holiday for 12 month faculty. **An employee must work these days** to earn a compensatory day which may be used later in the year. Time not worked on these days will be charged as compensatory holiday time used. Such compensatory days must be used before August 31 of the academic year in which they are earned. All other dates listed are holidays on which the entire campus is closed.

**PLEASE SAVE FOR FUTURE REFERENCE**