



2023 Payroll Calendar and Web Time Entry Due dates for Hourly Temporary and Student Work Study Employees

	Bi-weekly pay period		Timesheet deadline	Approval deadline	Payday
BW#	Two Weeks Begins on....	Two Weeks ENDS on....	Employee timesheet due to Supervisor by 11:30 PM	Supervisor approval due by 3:30 PM	
1	12/19/2022	1/1/2023	1/2/2023	1/3/2023	1/13/2023
2	1/2/2023	1/15/2023	1/16/2023	1/17/2023	1/27/2023
3	1/16/2023	1/29/2023	1/30/2023	1/31/2023	2/10/2023
4	1/30/2023	2/12/2023	2/13/2023	2/14/2023	2/24/2023
5	2/13/2023	2/26/2023	2/27/2023	2/28/2023	3/10/2023
6	2/27/2023	3/12/2023	3/13/2023	3/14/2023	3/24/2023
7	3/13/2023	3/26/2023	3/27/2023	3/28/2023	4/7/2023
8	3/27/2023	4/9/2023	4/10/2023	4/11/2023	4/21/2023
9	4/10/2023	4/23/2023	4/24/2023	4/25/2023	5/5/2023
10	4/24/2023	5/7/2023	5/8/2023	5/9/2023	5/19/2023
11	5/8/2023	5/21/2023	5/22/2023	5/23/2023	6/2/2023
12	5/22/2023	6/4/2023	6/5/2023	6/6/2023	6/16/2023
13	6/5/2023	6/18/2023	6/19/2023	6/20/2023	6/30/2023
14	6/19/2023	7/2/2023	7/3/2023	7/4/2023	7/14/2023
15	7/3/2023	7/16/2023	7/17/2023	7/18/2023	7/28/2023
16	7/17/2023	7/30/2023	7/31/2023	8/1/2023	8/11/2023
17	7/31/2023	8/13/2023	8/14/2023	8/15/2023	8/25/2023
18	8/14/2023	8/27/2023	8/28/2023	8/29/2023	9/1/2023
19	8/28/2023	9/10/2023	9/11/2023	9/12/2023	9/22/2023
20	9/11/2023	9/24/2023	9/25/2023	9/26/2023	10/6/2023
21	9/25/2023	10/8/2023	10/9/2023	10/10/2023	10/20/2023
22	10/9/2023	10/22/2023	10/23/2023	10/24/2023	11/3/2023
23	10/23/2023	11/5/2023	11/6/2023	11/7/2023	11/17/2023
24	11/6/2023	11/19/2023	11/20/2023	11/21/2023	12/1/2023

25	11/20/2023	12/3/2023	12/4/2023	12/5/2023	12/15/2023
26	12/4/2023	12/17/2023	12/18/2023	12/19/2023	12/29/2023

Important: Hourly Temporary Employees must submit their timesheet NO LATER than the Time Entry Due Date and submission time. Employees *will not* have access to their timesheet/s after the submission deadline. If an hourly employee fails to open their timesheet/s before the end of the pay period, the hourly employee will need to submit an **Electronic Late Timesheet**. The late timesheet is provided by the supervisor and **will be paid in the next pay period cycle**. Supervisors must approve timesheets before the cut off/ lock out deadline.