

## 2023 Human Resource/Payroll Working Calendar

### Bi-Weekly Employees (Hourly)

**Pay Frequency: 41**

Pay Run ID (for Payroll use only)	Pay Period (Timesheets <u>must</u> be submitted by the end of the day of the pay period)	Deadline for approving Timesheets <sup>1</sup> ( <i>Approved in HRMS and due in Payroll by 5:00 pm</i> )	Pay Date
BW3122922	12/16/2022- 12/29/2022	<b>01/03/2023</b>	01/13/2023
BW3011223	12/30/2022 - 01/12/2023	<b>01/13/2023</b>	01/27/2023
BW3012623	01/13/2023 – 01/26/2023	<b>01/27/2023</b>	02/10/2023
BW3020923	01/27/2023 - 02/09/2023	<b>02/10/2023</b>	02/24/2023
BW3022323	02/10/2023 – 02/23/2023	<b>02/24/2023</b>	03/10/2023
BW3030923	02/24/2023 - 03/09/2023	<b>03/10/2023</b>	03/24/2023
BW3032323	03/10/2023 - 03/23/2023	<b>03/24/2023</b>	04/07/2023
BW3040623	03/24/2023 - 04/06/2023	<b>04/07/2023</b>	04/21/2023
BW3042023	04/07/2023 - 04/20/2023	<b>04/21/2023</b>	05/05/2023
BW3050423	04/21/2023 - 05/04/2023	<b>05/05/2023</b>	05/19/2023
BW3051823	05/05/2023 - 05/18/2023	<b>05/19/2023</b>	06/02/2023
BW3060123	05/19/2023 - 06/01/2023	<b>06/02/2023</b>	06/16/2023
BW3061523	06/02/2023 - 06/15/2023	<b>06/16/2023</b>	06/30/2023
BW3062923	06/16/2023 – 06/29/2023	<b>06/30/2023</b>	07/14/2023
BW3071323	06/30/2023 - 07/13/2023	<b>07/14/2023</b>	07/28/2023
BW3072723	07/14/2023 – 07/27/2023	<b>07/28/2023</b>	08/11/2023
BW3081023	07/28/2023 - 08/10/2023	<b>08/11/2023</b>	08/25/2023
BW3082423	08/11/2023 - 08/24/2023	<b>08/25/2023</b>	09/08/2023
BW3090723	08/25/2023 - 09/07/2023	<b>09/08/2023</b>	09/22/2023
BW3092123	09/08/2023 - 09/21/2023	<b>09/22/2023</b>	10/06/2023
BW3100523	09/24/2023 - 10/05/2023	<b>10/06/2023</b>	10/20/2023
BW3101923	10/06/2023 - 10/19/2023	<b>10/20/2023</b>	11/03/2023
BW3110223	10/20/2023 - 11/02/2023	<b>11/03/2023</b>	11/17/2023
BW3111623	11/03/2023 - 11/16/2023	<b>11/17/2023</b>	12/01/2023
BW3113023	11/17/2023 – 11/30/2023	<b>12/01/2023</b>	12/15/2023
BW3121423	12/01/2023 - 12/14/2023	<b>12/15/2023</b>	12/29/2023

1. Timesheets **NOT APPROVED in HRMS** by the dates indicated above **WILL NOT** be paid on time and will be processed with the FOLLOWING pay period cycle. **NO EXCEPTIONS.**  
Please pay special attention to dates with asterisks (\*), as timesheets must be approved in HRMS by the specific deadlines indicated in the calendar above.
2. Change in direct deposits, tax information and other employee data changes must be submitted to payroll by the same deadline.