

## 2023 Bi-Weekly Pay Schedule

Payroll #	Pay Period Dates	PAF / EPAF Deadline to HR	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	12/24/2022 – 1/6/2023	1/4/2023	1/6/2023	1/9/2023	<b>1/13/2023</b>	
2	1/7/2023 – 1/20/2023	1/18/2023	1/20/2023	1/23/2023	<b>1/27/2023</b>	
3	1/21/2023 – 2/3/2023	2/1/2023	2/3/2023	2/6/2023	<b>2/10/2023</b>	
4	2/4/2023 – 2/17/2023	<b>2/13/2023</b>	<b>2/14/2023</b>	<b>2/15/2023</b>	<b>2/24/2023</b>	<i>Due dates changed due to Mardi Gras break</i>
5	2/18/2023 – 3/3/2023	3/1/2023	3/3/2023	3/6/2023	<b>3/10/2023</b>	
6	3/4/2023 – 3/17/2023	3/15/2023	3/17/2023	3/20/2023	<b>3/24/2023</b>	
7	3/18/2023 – 3/31/2023	<b>3/27/2023</b>	<b>3/29/2023</b>	<b>3/30/2023</b>	<b>4/6/2023</b>	<i>Due dates &amp; pay date changed due to Good Friday</i>
8	4/1/2023 – 4/14/2023	4/12/2023	4/14/2023	4/17/2023	<b>4/21/2023</b>	
9	4/15/2023 – 4/28/2023	4/26/2023	4/28/2023	5/1/2023	<b>5/5/2023</b>	
10	4/29/2023 – 5/12/2023	5/10/2023	5/12/2023	5/15/2023	<b>5/19/2023</b>	
11	5/13/2023 – 5/26/2023	<b>5/22/2023</b>	<b>5/24/2023</b>	<b>5/25/2023</b>	<b>6/2/2023</b>	<i>Due dates changed due to Memorial Day holiday</i>
12	5/27/2023 – 6/9/2023	<b>6/6/2023</b>	<b>6/7/2023</b>	<b>6/8/2023</b>	<b>6/15/2023</b>	<i>Due dates &amp; pay date changed due to Juneteenth closure</i>
13	6/10/2023 – 6/23/2023	6/21/2023	6/23/2023	6/26/2023	<b>6/30/2023</b>	<i>Deduction holiday</i>
14	6/24/2023 – 7/7/2023	7/5/2023	7/7/2023	7/10/2023	<b>7/14/2023</b>	
15	7/8/2023 – 7/21/2023	7/19/2023	7/21/2023	7/24/2023	<b>7/28/2023</b>	
16	7/22/2023 – 8/4/2023	8/2/2023	8/4/2023	8/7/2023	<b>8/11/2023</b>	
17	8/5/2023 – 8/18/2023	8/16/2023	8/18/2023	8/21/2023	<b>8/25/2023</b>	
18	8/19/2023 – 9/1/2023	<b>8/28/2023</b>	<b>8/30/2023</b>	<b>8/31/2023</b>	<b>9/8/2023</b>	<i>Early deadlines due to start of Fall semester &amp; Labor Day</i>
19	9/2/2023 – 9/15/2023	9/13/2023	9/15/2023	9/18/2023	<b>9/22/2023</b>	
20	9/16/2023 – 9/29/2023	9/27/2023	9/29/2023	10/2/2023	<b>10/6/2023</b>	
21	9/30/2023 – 10/13/2023	10/11/2023	<b>10/12/2023</b>	10/16/2023	<b>10/20/2023</b>	<i>Early timesheet deadline due to Fall Break</i>
22	10/14/2023 – 10/27/2023	10/25/2023	10/27/2023	10/30/2023	<b>11/3/2023</b>	
23	10/28/2023 – 11/10/2023	11/8/2023	11/10/2023	11/13/2023	<b>11/17/2023</b>	
24	11/11/2023 – 11/24/2023	<b>11/17/2023</b>	<b>11/22/2023</b>	11/27/2023	<b>12/1/2023</b>	<i>Due dates changed due to Thanksgiving holiday</i>
25	11/25/2023 – 12/8/2023	12/6/2023	<b>12/7/2023</b>	<b>12/8/2023</b>	<b>12/15/2023</b>	<i>Due dates changed due to upcoming holiday break</i>
26	12/9/2023 – 12/22/2023	<b>12/6/2023</b>	<b>12/7/2023</b>	<b>12/8/2023</b>	<b>12/29/2023</b>	<i>Deduction holiday; Due dates changed for holiday break</i>

**\*EPAFs must be Approved by all approvers in the routing queue on due date**

**\*Timesheets must be submitted by 12:00 NOON on due date**

**\*Approvers must approve timesheets by 12:00 NOON on due date**

**\*Dates are subject to change based on our holiday schedule**