

Payroll Services Time & Labor Cutoff Dates - 2023

Payroll Cycle	Check Date	Time & Labor Cutoff Dates Midnight ⁽¹⁾
Salary	Friday - 01/06/2023	Monday - 01/02/2023
Hourly	Friday - 01/13/2023	Monday - 01/09/2023
Salary	Friday - 01/20/2023	Sunday - 01/15/2023
Hourly	Friday - 01/27/2023	Monday - 01/23/2023
Salary	Friday - 02/03/2023	Monday - 01/30/2023
Hourly	Friday - 02/10/2023	Monday - 02/06/2023
Salary	Friday - 02/17/2023	Monday - 02/13/2023
Hourly	Friday - 02/24/2023	Monday - 02/20/2023
Salary	Friday - 03/03/2023	Monday - 02/27/2023
Hourly	Friday - 03/10/2023	Monday - 03/06/2023
Salary	Friday - 03/17/2023	Monday - 03/13/2023
Hourly	Friday - 03/24/2023	Monday - 03/20/2023
Salary	Friday - 03/31/2023	Monday - 03/27/2023
Hourly	Friday - 04/07/2023	Monday - 04/03/2023
Salary	Friday - 04/14/2023	Monday - 04/10/2023
Hourly	Friday - 04/21/2023	Monday - 04/17/2023
Salary	Friday - 04/28/2023	Monday - 04/24/2023
Hourly	Friday - 05/05/2023	Monday - 05/01/2023
Salary	Friday - 05/12/2023	Monday - 05/08/2023
Hourly	Friday - 05/19/2023	Monday - 05/15/2023
Salary	Friday - 05/26/2023	Monday - 05/22/2023
Hourly	Friday - 06/02/2023	Sunday - 05/28/2023
Salary	Friday - 06/09/2023	Monday - 06/05/2023
Hourly	Thursday - 06/15/2023	Sunday - 06/11/2023
Salary	Friday - 06/23/2023	Monday - 06/19/2023
Hourly	Friday - 06/30/2023	Monday - 06/26/2023
Salary	Friday - 07/07/2023	Sunday - 07/02/2023
Hourly	Friday - 07/14/2023	Monday - 07/10/2023
Salary	Friday - 07/21/2023	Monday - 07/17/2023
Hourly	Friday - 07/28/2023	Monday - 07/24/2023

(1) The Time Admin process runs at 3am and 12 noon daily. You can approve entered time any time after the Time Admin process is run.

Approve time daily to ensure that no hours are missed.

All time must be approved by Midnight for dates listed.

Dates highlighted in yellow represent a change in the schedule due to a holiday.

Payroll Services Time & Labor Cutoff Dates - 2023

Payroll Cycle	Check Date	Time & Labor Cutoff Dates Midnight ⁽¹⁾
Salary	Friday - 08/04/2023	Monday - 07/31/2023
Hourly	Friday - 08/11/2023	Monday - 08/07/2023
Salary	Friday - 08/18/2023	Monday - 08/14/2023
Hourly	Friday - 08/25/2023	Monday - 08/21/2023
Salary	Friday - 09/01/2023	Monday - 08/28/2023
Hourly	Friday - 09/08/2023	Sunday - 09/03/2023
Salary	Friday - 09/15/2023	Monday - 09/11/2023
Hourly	Friday - 09/22/2023	Monday - 09/18/2023
Salary	Friday - 09/29/2023	Monday - 09/25/2023
Hourly	Friday - 10/06/2023	Monday - 10/02/2023
Salary	Friday - 10/13/2023	Monday - 10/09/2023
Hourly	Friday - 10/20/2023	Monday - 10/16/2023
Salary	Friday - 10/27/2023	Monday - 10/23/2023
Hourly	Friday - 11/03/2023	Monday - 10/30/2023
Salary	Thursday - 11/09/2023	Monday - 11/06/2023
Hourly	Friday - 11/17/2023	Monday - 11/13/2023
Salary	Wednesday - 11/22/2023	Sunday - 11/19/2023
Hourly	Friday - 12/01/2023	11/27/2023
Salary	Friday - 12/08/2023	12/04/2023
Hourly	Friday - 12/15/2023	12/11/2023
Salary	Friday - 12/22/2023	12/18/2023
Hourly	Friday - 12/29/2023	Wednesday - 12/20/2023

(1) The Time Admin process runs at 3am and 12 noon daily. You can approve entered time any time after the Time Admin process is run.

Approve time daily to ensure that no hours are missed.

All time must be approved by Midnight for dates listed.

Dates highlighted in yellow represent a change in the schedule due to a holiday.