

Each Department may set Internal Deadline to require time to be entered earlier than stated below so the Final Payroll Office Deadline is assured.

### Payroll Deadlines and Time Frames

P/R #	Pay Period		All Payroll Changes Due - 12 Noon on	*Last Day for Employee to enter WTE by Noon unless otherwise noted; Normally Noon on the last day of the pay period unless holiday week	Last Day for Authorizer to Approve and Submit Electronic Employee Time (for WTE users) and Last Day for Time Keeper to Enter Manual Time Entry (for NON WTE Departments) - 5 p.m. on the last day of the pay period unless a holiday week	Paycheck Date
	Start	End				
1	12/24/2022	1/6/2023	12/28/2022	1/6/2023	1/6/2023	1/13/2023
2	1/7/2023	1/20/2023	1/11/2023	1/20/2023	1/20/2023	1/27/2023
3	1/21/2023	2/3/2023	1/25/2023	2/3/2023	2/3/2023	2/10/2023
4	2/4/2023	2/17/2023	2/8/2023	2/17/2023	2/17/2023	2/24/2023
5	2/18/2023	3/3/2023	2/22/2023	3/3/2023	3/3/2023	3/10/2023
6	3/4/2023	3/17/2023	3/8/2023	3/17/2023	3/17/2023	3/24/2023
7	3/18/2023	3/31/2023	3/22/2023	3/31/2023	3/31/2023	4/7/2023
8	4/1/2023	4/14/2023	4/5/2023	4/14/2023	4/14/2023	4/21/2023
9	4/15/2023	4/28/2023	4/19/2023	4/28/2023	4/28/2023	5/5/2023
10	4/29/2023	5/12/2023	5/3/2023	5/12/2023	5/12/2023	5/19/2023
11	5/13/2023	5/26/2023	5/17/2023	5/25/2023*early due to holiday	5/25/2023*early due to holiday	6/2/2023
12	5/27/2023	6/9/2023	5/31/2023	6/9/2023	6/9/2023	6/16/2023
13	6/10/2023	6/23/2023	6/14/2023	6/23/2023	6/23/2023	6/30/2023
14	6/24/2023	7/7/2023	6/28/2023	7/7/2023	7/7/2023	7/14/2023
15	7/8/2023	7/21/2023	7/12/2023	7/21/2023	7/21/2023	7/28/2023
16	7/22/2023	8/4/2023	7/26/2023	8/4/2023	8/4/2023	8/11/2023
17	8/5/2023	8/18/2023	8/9/2023	8/18/2023	8/18/2023	8/25/2023
18	8/19/2023	9/1/2023	8/23/2023	8/31/2023*early due to holiday	8/31/2023*early due to holiday	9/8/2023
19	9/2/2023	9/15/2023	9/6/2023	9/15/2023	9/15/2023	9/22/2023
20	9/16/2023	9/29/2023	9/20/2023	9/29/2023	9/29/2023	10/6/2023
21	9/30/2023	10/13/2023	10/4/2023	10/13/2023	10/13/2023	10/20/2023
22	10/14/2023	10/27/2023	10/18/2023	10/27/2023	10/27/2023	11/3/2023
23	10/28/2023	11/10/2023	11/1/2023	11/10/2023	11/10/2023	11/17/2023
24	11/11/2023	11/24/2023	11/15/2023	11/24/2023	11/24/2023	12/1/2023
25	11/25/2023	12/8/2023	11/29/2023	12/8/2023	12/8/2023	12/15/2023
26	12/9/2023	12/22/2023	12/13/2023	12/20/2023*early due to holiday	12/20/2023*early due to holiday	12/29/2023
1	12/23/2023	1/5/2024	12/27/2023	1/5/2024	1/5/2024	1/12/2024
2	1/6/2024	1/19/2024	1/9/2024	1/19/2024	1/19/2024	1/26/2024
3	1/20/2024	2/2/2024	1/23/2024	2/2/2024	2/2/2024	2/9/2024
4	2/3/2024	2/16/2024	2/6/2024	2/16/2024	2/16/2024	2/23/2024
5	2/17/2024	3/1/2024	2/20/2024	3/1/2024	3/1/2024	3/8/2024
6	3/2/2024	3/15/2024	3/5/2024	3/15/2024	3/15/2024	3/22/2024
7	3/16/2024	3/29/2024	3/19/2024	3/29/2024	3/29/2024	4/5/2024

Please consult with your Department Head to determine if the Department cutoff date is sooner.

\*Payroll Change cut offs dates are subject to change due to Holidays and circumstances beyond our control but only after advance notification.

If an Employee or the Approver is non compliant with the above final cutoff dates, DD must be suspended due to bank file deadlines. A paper check will need processed and effected employee will need to resubmit DD authorization to the Payroll Office.