

## 2023 Payroll Calendar

P/R	Pay Period	Deductions	See additional information below regarding Faculty Bonus payment deadlines		Time Tracking Mass Submit 5:00PM	Time Tracking/Absence Approvals by 11:59PM Unless otherwise noted	Payroll Costing Allocations <u>must</u> be entered prior to Payroll Close at 2:00PM	Pay Date
			Dept Submission for Batch Load (EIB)	Dept Submission for Hires, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59AM				
BWK	12/25 - 1/07	*	1/3	1/6	1/8	1/9	1/11	1/13
MON/STP	01/01 - 01/31	****	1/17	1/19	NA	NA	1/26	1/31
BWK	01/08 - 01/21	**	1/17	1/20	1/22	1/23	1/25	1/27
BWK	01/22 - 02/04	*	1/31	2/3	2/5	2/6	2/8	2/10
MON/STP	02/01 - 02/28	****	2/14	2/20	NA	NA	2/23	2/28
BWK	02/05 - 02/18	**	2/14	2/17	2/19	2/20	2/22	2/24
BWK	02/19 - 03/04	*	2/28	3/3	3/5	3/6	3/8	3/10
BWK	03/05 - 03/18	**	3/14	3/17	3/19	3/20	3/22	3/24
MON/STP	03/01 - 03/31	****	3/14	3/23	NA	NA	3/28	3/31
BWK	03/19 - 04/01	*	3/28	3/31	4/2	4/3	4/5	4/7
BWK	04/02 - 04/15	**	4/11	4/14	4/16	4/17	4/19	4/21
MON/STP	04/01 - 04/30	****	4/11	4/20	NA	NA	4/25	4/28
BWK	04/16 - 04/29	*	4/25	4/28	4/30	5/1	5/3	5/5
BWK	04/30 - 05/13	**	5/9	5/12	5/14	5/15	5/17	5/19
MON/STP	05/01 - 05/31	****	5/9	5/22	NA	NA	5/25	5/31
BWK	05/14 - 05/27	*	5/23	5/26	5/28	5/30 at 12pm	5/31	6/2
BWK	5/28 - 06/10	**	6/6	6/9	6/11	6/12	6/14	6/16
BWK	6/11 - 6/24	***	6/20	6/23	6/25	6/26	6/28	6/30
MON/STP	06/01 - 06/30	****	6/20	6/21	NA	NA	6/27	6/30
BWK	06/25 - 07/08	**	7/5	7/7	7/9	7/10	7/12	7/14
MON/STP	07/01 - 07/31	****	7/18	7/20	NA	NA	7/27	7/31
BWK	07/09 - 07/22	***	7/18	7/21	7/23	7/24	7/26	7/28

\*\* 1/16 is a holiday

\*\* 5/29 is a holiday

\*\* 7/4 is a holiday

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			Dept Submission for Batch Load (EIB)	Dept Submission for Hires, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59AM				
BWK	07/23 - 08/05	*	8/1	8/4	8/6	8/7	8/9	8/11
BWK	08/06 - 08/19	**	8/15	8/18	8/20	8/21	8/23	8/25
MON/STP	08/01 - 08/31	****	8/15	8/22	NA	NA	8/28	8/31
BWK	08/20 - 09/02	*	8/29	9/1	9/3	9/5 at 12pm	9/6	9/8
BWK	09/03 - 09/16	**	9/12	9/15	9/17	9/18	9/20	9/22
MON/STP	09/01 - 09/30	****	9/12	9/21	NA	NA	9/26	9/29
BWK	09/17 - 09/30	*	9/26	9/29	10/1	10/2	10/4	10/6
BWK	10/01 - 10/14	**	10/10	10/13	10/15	10/16	10/18	10/20
MON/STP	10/01 - 10/31	****	10/10	10/20	NA	NA	10/26	10/31
BWK	10/15 - 10/28	*	10/24	10/27	10/29	10/30	11/1	11/3
BWK	10/29 - 11/11	**	11/7	11/10	11/12	11/13	11/15	11/17
MON/STP	11/01 - 11/30	****	11/7	11/20	NA	NA	11/27	11/30
BWK	11/12 - 11/25	*	11/21	11/22	11/26	11/27	11/29	12/1
BWK	11/26 - 12/09	**	12/5	12/8	12/10	12/11	12/13	12/15
MON/STP	12/01 - 12/31	****	12/5	12/18	NA	NA	12/21	12/28
BWK	12/10 - 12/23	***	12/19	12/21	12/24	12/21 at 5pm	12/26	12/28

\*\* 9/4 is a holiday

\*\* 11/23-24 is a holiday

\* 12/22 is holiday observance  
\* 12/25 is a holiday

\* 12/29 is holiday observance

**BWK = Biweekly MON = Monthly STP = Stipend**

- \* Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans
- \*\* Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans, Parking, Union Dues, Long Term Care, 403(b) Loan
- \*\*\* Deductions: Retirement, HSA, RMSA, Student Loans, United Way, Spending Plans
- \*\*\*\* All Deductions

Faculty Bonus payment entry and EIB Payment submission for Faculty bonuses are due by end of business **the fifth day of the month**, defaulting to next business day if weekend or Holiday. Faculty bonus EIB will be loaded in to Workday on or before noon on the 10th day of the month as approved, defaulting to next business day if weekend or Holiday.