2022 – 2023 Payroll Schedule

These dates are subject to change with the state holiday schedule, unexpected campus closings, etc.

Please submit pay action forms, termination forms and changes as early as possible to allow time for processing. Pay action forms and changes received after the payroll has been processed, will be processed on the following payroll.

	PAYROLL	DUE TO HR BY NOON ON:	PAY PERIOD	PAY DATE
July 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	7/5/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	8/1/2022	7/1 – 7/31	7/29/2022
	Student Timesheets	8/1/2022	6/29 – 7/31 (Max hours: 188)	8/12/2022
	Hourly Timesheets	7/18/2022	6/16 – 7/15 (22 days in pay period)	7/27/2022
August 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	8/1/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	9/1/2022	8/1 – 8/31	8/31/2022
	Student Timesheets	8/30/2022	8/1 – 8/29 (Max hours: 148)	9/12/2022
	Hourly Timesheets	8/16/2022	7/16 – 8/15 (21 days in pay period)	8/26/2022
September 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	9/1/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	10/3/2022	9/1 – 9/30	9/30/2022
	Student Timesheets	9/30/2022	8/30 – 9/29 (Max hours: 96)	10/12/2022
	Hourly Timesheets	9/16/2022	8/16 – 9/15 (23 days in pay period)	9/27/2022
October 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	10/3/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	11/1/2022	10/1 - 10/31	10/31/2022
	Student Timesheets	11/1/2022	9/30 – 10/31 (Max hours: 92)	11/10/2022
	Hourly Timesheets	10/17/2022	9/16 – 10/14 (21 days in pay period)	10/27/2022
November 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	11/1/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	12/1/2022	11/1 – 11/30	11/30/2022
	Student Timesheets	12/1/2022	11/1 – 11/30 (Max hours: 92)	12/12/2022
	Hourly Timesheets	11/14/2022	10/15 – 11/11 (20 days in pay period)	11/22/2022
December 2022	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	12/1/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	12/16/2022	12/1 - 12/31	12/21/2022
	Student Timesheets	12/16/2022	12/1 – 12/15 (Max hours: 48)	1/12/2023
	Hourly Timesheets	12/8/2022	11/12 – 12/7 (18 days in pay period)	12/21/2022

PAYROLL		DUE TO HR BY NOON ON:	PAY PERIOD	PAY DATE
January 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	12/16/2022	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	2/1/2023	1/1 - 1/31	1/31/2023
	Student Timesheets	1/31/2023	12/16 – 1/30 (Max hours: 192)	2/10/2023
	Hourly Timesheets	1/17/2023	12/8 – 1/13 (27 days in pay period)	1/27/2023
February 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	2/1/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	3/1/2023	2/1 – 2/28	2/28/2023
	Student Timesheets	2/28/2023	1/31 – 2/27 (Max hours: 84)	3/10/2023
	Hourly Timesheets	2/16/2023	1/14 – 2/15 (23 days in pay period)	2/27/2023
March 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	3/1/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	4/3/2023	3/1 – 3/31	3/31/2023
	Student Timesheets	4/3/2023	2/28 – 3/31 (Max hours: 100)	4/12/2023
	Hourly Timesheets	3/10/2023	2/16 – 3/9 (16 days in pay period)	3/27/2023
April 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	4/3/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	5/1/2023	4/1 - 4/30	4/28/2023
	Student Timesheets	5/1/2023	4/1 – 4/30 (Max hours: 84)	5/12/2023
	Hourly Timesheets	4/17/2023	3/10 – 4/14 (26 days in pay period)	4/27/2023
May 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	5/1/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	6/1/2023	5/1 – 5/31	5/31/2023
	Student Timesheets	6/1/2023	5/1 – 5/31 (Max hours: 168)	6/12/2023
	Hourly Timesheets	5/16/2023	4/15 – 5/15 (21 days in pay period)	5/26/2023
June 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	6/1/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	7/3/2023	6/1 – 6/30	6/30/2023
	Student Timesheets	6/30/2023	6/1 – 6/29 (Max hours: 172)	7/12/2023
	Hourly Timesheets	6/16/2023	5/16 – 6/15 (23 days in pay period)	6/27/2023
July 2023	**Payroll Changes** *Pay Action, Term, W4, Direct Deposit, 403b/457, etc.*	7/3/2023	Documents received after payroll is processed, will process the following month.	NA
	Monthly Timesheets/Leave of Absence	8/1/2023	7/1 – 7/31	7/31/2023
	Student Timesheets	8/1/2023	6/30 – 7/31 (Max hours: 180)	8/11/2023
	Hourly Timesheets	7/17/2023	6/16 – 7/14 (21 days in pay period)	7/27/2023