

# JANUARY 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> <b>Winter Break HOLIDAY</b>	<b>3</b> <b>Winter Break DECLARED HOLIDAY</b>	<b>4</b> <b>Winter Break DECLARED HOLIDAY</b>	<b>5</b>	<b>6</b> Employees Submit Timesheets and Leave Reports
<b>9</b> 10:00 am Approve Timesheets and Leave Reports	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <b>** PAY DAY **</b>
<b>16</b> <b>Martin Luther King, Jr. Day HOLIDAY</b>	<b>17</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (1/8/23 to 1/21/23)</b>	<b>18</b>	<b>19</b>	<b>20</b> Employees Submit Timesheets and Leave Reports
<b>23</b> 10:00 am Approve Timesheets and Leave Reports	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <b>** PAY DAY **</b>
<b>30</b>	<b>31</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (1/22/23 to 2/4/23)</b>	(Greyed out)	(Greyed out)	(Greyed out)

# FEBRUARY 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Employees Submit Timesheets and Leave Reports
6 10:00 am Approve Timesheets and Leave Reports	7	8	9	10 <b>** PAY DAY **</b>
13	14 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (2/5/23 to 2/18/23)</b>	15	16	17 Employees Submit Timesheets and Leave Reports
20 10:00 am Approve Timesheets and Leave Reports	21	22	23	24 <b>** PAY DAY **</b>
27	28 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (2/19/23 to 3/4/23)</b>			

# MARCH 2023

Monday		Tuesday		Wednesday		Thursday		Friday	
				1		2		3	Employees Submit Timesheets and Leave Reports
6	10:00 am Approve Timesheets and Leave Reports	7		8		9		10	<b>** PAY DAY **</b>
13		14	9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/5/23 to 3/18/23)	15		16		17	Employees Submit Timesheets and Leave Reports
20	10:00 am Approve Timesheets and Leave Reports	21		22		23		24	<b>** PAY DAY **</b>
27		28	9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/19/23 to 4/1/23)	29		30		31	

# APRIL 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> 10:00 am Approve Timesheets and Leave Reports	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> ** PAY DAY **
<b>10</b>	<b>11</b> 9:00 am Personnel Action Forms Due in Human Resources Pay Period (4/2/23 to 4/15/23)	<b>12</b>	<b>13</b>	<b>14</b> Employees Submit Timesheets and Leave Reports
<b>17</b> 10:00 am Approve Timesheets and Leave Reports	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> ** PAY DAY **
<b>24</b>	<b>25</b> 9:00 am Personnel Action Forms Due in Human Resources Pay Period (4/16/23 to 4/29/23)	<b>26</b>	<b>27</b>	<b>28</b> Employees Submit Timesheets and Leave Reports

# MAY 2023

Monday		Tuesday		Wednesday		Thursday		Friday	
1	10:00 am Approve Timesheets and Leave Reports	2		3		4		5	<b>** PAY DAY **</b>
8		9	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (4/30/23 to 5/13/23)</b>	10		11		12	Employees Submit Timesheets and Leave Reports
15	10:00 am Approve Timesheets and Leave Reports	16		17		18		19	<b>** PAY DAY **</b>
22	9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (5/14/23 to 5/27/23)</b>	23		24		25	Employees Submit Timesheets and Leave Reports	26	10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>
29	<b>Memorial Day HOLIDAY</b>	30		31					

# JUNE 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 <b>** PAY DAY **</b>
5	6 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (5/28/23 to 6/10/23)</b>	7	8	9 Employees Submit Timesheets and Leave Reports
12 10:00 am Approve Timesheets and Leave Reports	13	14	15	16 <b>** PAY DAY **</b>
19 <b>Juneteenth HOLIDAY</b>	20 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (6/11/23 to 6/24/23)</b>	21	22	23 Employees Submit Timesheets and Leave Reports
26 10:00 am Approve Timesheets and Leave Reports	27	28	29	30 <b>** PAY DAY **</b> <b>(No Insurance Deductions)</b>

# JULY 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (6/25/23 to 7/8/23)</b>	<b>4</b> <b>Independence Day HOLIDAY</b>	<b>5</b>	<b>6</b>	<b>7</b> Employees Submit Timesheets and Leave Reports
<b>10</b> 10:00 am Approve Timesheets and Leave Reports	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> <b>** PAY DAY **</b>
<b>17</b>	<b>18</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (7/9/23 to 7/22/23)</b>	<b>19</b>	<b>20</b>	<b>21</b> Employees Submit Timesheets and Leave Reports
<b>24</b> 10:00 am Approve Timesheets and Leave Reports	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> <b>** PAY DAY **</b>
<b>31</b>	(Greyed out)	(Greyed out)	(Greyed out)	(Greyed out)

# AUGUST 2023

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (7/23/23 to 8/5/23)</b>	<b>2</b>	<b>3</b>	<b>4</b> Employees Submit Timesheets and Leave Reports
<b>7</b> 10:00 am Approve Timesheets and Leave Reports	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> <b>** PAY DAY **</b>
<b>14</b>	<b>15</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (8/6/23 to 8/19/23)</b>	<b>16</b>	<b>17</b>	<b>18</b> Employees Submit Timesheets and Leave Reports
<b>21</b> 10:00 am Approve Timesheets and Leave Reports	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>** PAY DAY **</b>
<b>28</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (8/20/23 to 9/2/23)</b>	<b>29</b>	<b>30</b>	<b>31</b> Employees Submit Timesheets and Leave Reports	



# SEPTEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>
<b>4</b>  <b>Labor Day HOLIDAY</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>  <b>** PAY DAY **</b>
<b>11</b>	<b>12</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (9/3/23 to 9/16/23)</b>	<b>13</b>	<b>14</b>	<b>15</b> Employees Submit Timesheets and Leave Reports
<b>18</b> 10:00 am Approve Timesheets and Leave Reports	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>  <b>** PAY DAY **</b>
<b>25</b>	<b>26</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (9/17/23 to 9/30/23)</b>	<b>27</b>	<b>28</b>	<b>29</b> Employees Submit Timesheets and Leave Reports

# OCTOBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> 10:00 am Approve Timesheets and Leave Reports	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <b>** PAY DAY **</b>
<b>9</b>	<b>10</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (10/1/23 to 10/14/23)</b>	<b>11</b>	<b>12</b>	<b>13</b> Employees Submit Timesheets and Leave Reports
<b>16</b> 10:00 am Approve Timesheets and Leave Reports	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <b>** PAY DAY **</b>
<b>23</b>	<b>24</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (10/15/23 to 10/28/23)</b>	<b>25</b>	<b>26</b>	<b>27</b> Employees Submit Timesheets and Leave Reports
<b>30</b> 10:00 am Approve Timesheets and Leave Reports	<b>31</b>	(Greyed out)	(Greyed out)	(Greyed out)

# NOVEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 <b>** PAY DAY **</b>
6	7 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (10/29/23 to 11/11/23)</b>	8	9	10 Employees Submit Timesheets and Leave Reports <b>Veterans Day HOLIDAY (Observed)</b>
13 10:00 am Approve Timesheets and Leave Reports	14	15	16	17 <b>** PAY DAY **</b> 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (11/12/23 to 11/25/23)</b>
20	21	22	23 <b>Thanksgiving Day HOLIDAY</b>	24 Employees Submit Timesheets and Leave Reports <b>Day After Thanksgiving HOLIDAY</b>
27 10:00 am Approve Timesheets and Leave Reports	28	29	30	

# DECEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1 <b>** PAY DAY **</b>
4	5 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (11/26/23 to 12/9/23)</b>	6	7	8 Employees Submit Timesheets and Leave Reports
11 10:00 am Approve Timesheets and Leave Reports	12 9:00 am Personnel Action Forms Due in Human Resources <b>Pay Period (12/10/23 to 12/23/23)</b>	13	14	15 Employees Submit Timesheets and Leave Reports <b>** PAY DAY **</b>
18 10:00 am Approve Timesheets and Leave Reports <b>(EARLY PROCESSING)</b>	19	20	21	22
25 <b>Winter Break HOLIDAY</b>	26 <b>Winter Break HOLIDAY</b>	27 <b>Winter Break HOLIDAY</b>	28 <b>Winter Break HOLIDAY</b>	29 <b>Winter Break HOLIDAY</b> <b>** PAY DAY **</b> <b>(No Insurance Deductions)</b>