

MONTHLY PAYROLL SCHEDULE 2023

Pay Period ID	Pay Period Begin Date	Pay Period End Date	Pay Date	Payroll Timecard Deadline-10 a.m.	Provost Faculty Contract Deadline-5 p.m.	HR Faculty Contract Deadline-5 p.m.	HR Staff Paperwork Deadline-Noon
M2301	01/01/23	01/31/23	01/26/23	01/17/23	12/19/22	01/12/23	01/16/23
M2302	02/01/23	02/28/23	02/24/23	02/17/23	01/30/23	02/10/23	02/14/23
M2303	03/01/23	03/31/23	03/24/23	03/17/23	02/27/23	03/10/23	03/14/23
M2304	04/01/23	04/30/23	04/26/23	04/17/23	03/27/23	04/12/23	04/14/23
M2305	05/01/23	05/31/23	05/26/23	05/17/23	04/24/23	05/12/23	05/16/23
M2306	06/01/23	06/30/23	06/26/23	06/16/23	05/30/23	06/09/23	06/13/23
M2307	07/01/23	07/31/23	07/26/23	07/17/23	06/26/23	07/12/23	07/14/23
M2308	08/01/23	08/31/23	08/25/23	08/17/23	07/24/23	08/10/23	08/14/23
M2309	09/01/23	09/30/23	09/26/23	09/15/23	08/21/23	09/12/23	09/14/23
M2310	10/01/23	10/31/23	10/26/23	10/17/23	09/25/23	10/12/23	10/16/23
M2311	11/01/23	11/30/23	11/22/23	11/15/23	10/23/23	11/08/23	11/10/23
M2312	12/01/23	12/31/23	12/22/23	12/15/23	11/27/23	12/08/23	12/12/23
M2401	01/01/24	01/31/24	01/26/24	01/17/24	12/18/23	01/11/24**	01/15/24

****Important Dates for 2024**

Monthly HR faculty paperwork deadlines are not based solely on payroll processing deadlines, and allow for periods of heavy volume and the additional steps involved with faculty hires. These deadlines allow HR, Payroll, and associated academic departments sufficient time to process faculty contract payments.

Monthly HR staff paperwork deadlines are based on payroll processing deadlines.