

## 2023 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2023.

**PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.**

**TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.**

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
23A	12/16/22 - 12/31/22	12/21/22	12/22/22	01/06/23
23B	01/01/23 - 01/15/23	01/13/23	01/17/23	01/23/23
23C	01/16/23 - 01/31/23	01/31/23	02/01/23	02/07/23
23D	02/01/23 - 02/15/23	02/14/23	02/15/23	02/22/23
23E	02/16/23 - 02/28/23	02/28/23	03/01/23	03/07/23
23F	03/01/23 - 03/15/23	03/15/23	03/16/23	03/22/23
23G	03/16/23 - 03/31/23	03/30/23	03/31/23	04/06/23
23H	04/01/23 - 04/15/23	04/14/23	04/17/23	04/21/23
23I	04/16/23 - 04/30/23	05/01/23	05/02/23	05/08/23
23J	05/01/23 - 05/15/23	05/15/23	05/16/23	05/22/23
23K	05/16/23 - 05/31/23	05/31/23	06/01/23	06/07/23
23L	06/01/23 - 06/15/23	06/14/23	06/15/23	06/22/23
23M	06/16/23 - 06/30/23	06/28/23	06/29/23	07/07/23
23N	07/01/23 - 07/15/23	07/14/23	07/17/23	07/21/23
23O	07/16/23 - 07/31/23	07/31/23	08/01/23	08/07/23
23P	08/01/23 - 08/15/23	08/15/23	08/16/23	08/22/23
23Q	08/16/23 - 08/31/23	08/30/23	08/31/23	09/07/23
23R	09/01/23 - 09/15/23	09/15/23	09/18/23	09/22/23
23S	09/16/23 - 09/30/23	09/29/23	10/02/23	10/06/23
23T	10/01/23 - 10/15/23	10/16/23	10/17/23	10/23/23
23U	10/16/23 - 10/31/23	10/31/23	11/01/23	11/07/23
23V	11/01/23 - 11/15/23	11/15/23	11/16/23	11/22/23
23W	11/16/23 - 11/30/23	11/30/23	12/01/23	12/07/23
23X	12/01/23 - 12/15/23	12/14/23	12/15/23	12/21/23

SCU paydays are currently the 7<sup>th</sup> (for work from the 16<sup>th</sup> to the end of the previous month) and the 22<sup>nd</sup> (for work from the 1<sup>st</sup> to the 16<sup>th</sup> of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

**Payroll Advices are available on Workday.**

**Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.**