

January 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	New Years Eve Holiday Observed	Payroll Worksheets and Time Entry due by 5 PM.		Approvals due by noon.		
8	9	10	11	12	13	14
	ACH DUE	Payday			Last day of pay period. Payroll generated.	
15	16	17	18	19	20	21
	Martin Luther King Jr Day Observed		Payroll Worksheets and Time Entry due by 5 PM.		Approvals due by noon.	
22	23	24	25	26	27	28
		ACH DUE	Payday			
29	30	31	1	2	3	4
		Last day of pay period. Payroll generated.				
5	6	Notes *Holiday hours do not need to be entered for exempt employees	Pay Cycle 1: 1/1-1/15 Pay Day 1/25 80 workable hours 8 holiday hours Pay Cycle 2: 1/16-1/31 Pay Day 2/10 96 workable hours 8 holiday hours			

February 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
				Payroll Worksheets and Time Entry Due by 5pm		
5	6	7	8	9	10	11
		Payroll Approvals Due by 12pm		ACH DUE WCIF & TEAMSTERS DUE CHILD SUPPORT	Payday	
12	13	14	15	16	17	18
			Last day of pay period. Payroll generated.		Payroll Worksheets and Time Entry Due by 5pm	
19	20	21	22	23	24	25
Refresh Train	President's Day Observed		Payroll Approvals Due by 12pm	ACH DUE CHILD SUPPORT DUE	Payday	
26	27	28	1	2	3	4
		Last day of pay period. Payroll generated.				
5	6	<i>Notes</i> *Holiday hours do not need to be entered for exempt employees Pay Cycle 1: 2/1-2/15 Pay Day 2/25 88 workable hours Pay Cycle 2: 2/16-2/28 Pay Day 3/10 72 workable hours 8 holiday hours				

March 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
26	27	28	1	2	3	4	
				Payroll Worksheets and Time Entry Due by 5pm			
5	6	7	8	9	10	11	
Refresh Train		Payroll Approvals due by 12pm		ACH DUE WCIF & TEAMSTERS DUE CHILD SUPPORT	Payday		
12	13	14	15	16	17	18	
			Last day of pay period. Payroll generated.		Payroll Worksheets and Time Entry Due by 5pm		
19	20	21	22	23	24	25	
	Refresh Train		Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	Payday		
26	27	28	29	30	31	1	
					Last day of pay period. Payroll generated.		
2	3	Notes					Pay Cycle 1: 3/1-3/15 Pay Day 3/24 88 workable hours Pay Cycle 2: 3/16-3/31 Pay Day 4/8 96 workable hours

April 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		Payroll Worksheets and Time Entry Due by 5pm		Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	
9	10	11	12	13	14	15
	Payday		DRS DUE		Last day of pay period. Payroll generated.	
16	17	18	19	20	21	22
		Payroll Worksheets and Time Entry Due by 5pm	Refresh Train	Payroll Approvals due by 12pm		
23	24	25	26	27	28	29
	ACH DUE CHILD SUPPORT DUE	Payday			Last day of pay period. Payroll generated.	
30	1	Notes	Pay Cycle 1: 4/1-4/15 Pay Day 4/25 80 workable hours Pay Cycle 2: 4/16-4/30 Pay Day 5/10 80 workable hours			

May 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
		Payroll Worksheets and Time Entry Due by 5pm			Payroll Approvals due by 12pm	
7	8	9	10	11	12	13
		ACH DUE CHILD SUPPORT DUE	Payday WCIF & TEAMSTERS DUE			
14	15	16	17	18	19	20
			Payroll Worksheets and Time Entry Due by 5pm			
21	22	23	24	25	26	27
	Payroll Approvals due by 12pm		ACH DUE CHILD SUPPORT DUE	Payday		
28	29	30	31	1	2	3
	Memorial Day Observed	Last day of pay period. Payroll generated.				
4	5	Notes *Holiday hours do not need to be entered for exempt employees	Pay Cycle 1: 5/1-5/15 Pay Day 5/25 88 workable hours Pay Cycle 2: 5/16-5/31 Pay Day 6/9 96 workable hours 8 holiday hours			

June 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
					Payroll Worksheets and Time Entry Due by 5pm	
4	5	6	7	8	9	10
	Refresh Train	Payroll Approvals due by 12pm	Judges Qtr Report Due	ACH DUE WCIF & TEAMSTERS DUE CHILD SUPPORT	Payday	
11	12	13	14	15	16	17
	DRS DUE			Last day of pay period. Payroll generated.		
18	19	20	21	22	23	24
	Juneteenth Observed	Payroll Worksheets and Time Entry Due by 5pm	Payroll Approvals due by 12pm Refresh Train	ACH DUE CHILD SUPPORT DUE	Payday	
25	26	27	28	29	30	1
					Last day of pay period. Payroll generated.	
2	3	<i>Notes</i> Pay Cycle 1: 6/1-6/15 Pay Day 6/23 88 workable hours Pay Cycle 2: 6/16-6/30 Pay Day 7/10 88 workable hours, 8 holiday hours				

July 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
	Payroll Worksheets and Time Entry Due by 5pm	4th of July Observed		Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	
9	10	11	12	13	14	15
	Payday		DRS DUE		Last day of pay period. Payroll generated.	
16	17	18	19	20	21	22
		Payroll Worksheets and Time Entry Due by 5pm	Refresh Train		Payroll Approvals due by 12pm	
23	24	25	26	27	28	29
	ACH DUE	Payday				
30	31	Notes *Holiday hours do not need to be entered for exempt employees	Pay Cycle 1: 7/1-7/15 Pay Day 7/25 80 workable hours 8 holiday hours Pay Cycle 2: 7/16-7/31 Pay Day 8/10 88 workable hours			
	Last day of pay period. Payroll generated.					

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
			Payroll Worksheets and Time Entry Due by 5pm			
6	7	8	9	10	11	12
	Payroll Approvals due by 12pm		ACH DUE CHILD SUPPORT DUE	Payday WCIF & TEAMSTERS DUE	DRS DUE	
13	14	15	16	17	18	19
		Last day of pay period. Payroll generated.		Payroll Worksheets and Time Entry Due by 5pm		
20	21	22	23	24	25	26
Refresh Train		Payroll Approvals due by 12pm		ACH DUE CHILD SUPPORT DUE	Payday	
27	28	29	30	31	1	2
				Last day of pay period. Payroll generated.		
3	4	<i>Notes</i> Pay Cycle 1: 8/1-8/15 Pay Day 8/25 88 workable hours Pay Cycle 2: 8/16-8/31 Pay Day 9/8 96 workable hours				

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Labor Day Observed	Payroll Worksheets and Time Entry Due by 5pm	Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	Payday	
10	11	12	13	14	15	16
			DRS DUE		Last day of pay period. Payroll generated.	
17	18	19	20	21	22	23
		Payroll Worksheets and Time Entry Due by 5pm	Refresh Train	Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	
24	25	26	27	28	29	30
	Payday				Last day of pay period. Payroll generated.	
1	2	<i>Notes</i> *Holiday hours do not need to be entered for exempt employees Pay Cycle 1: 9/1-9/15 Pay Day 9/25+88 workable hours 8 holiday hours Pay Cycle 2: 9/16-9/30 Pay Day 10/10 80 workable hours				

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
		Payroll Worksheets and Time Entry Due by 5pm		Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	
8	9	10	11	12	13	14
	Columbus Day Banks Closed	Payday			Last day of pay period. Payroll generated.	
15	16	17	18	19	20	21
		Payroll Worksheets and Time Entry Due by 5pm			Payroll Approvals due by 12pm	
22	23	24	25	26	27	28
		ACH DUE	Payday			
29	30	31	1	2	3	4
		Last day of pay period. Payroll generated.				
5	6	Notes	Pay Cycle 1: 10/1-10/15 Pay Day 10/25 80 workable hours Pay Cycle 2: 10/16-10/31 Pay Day 11/9 96 workable hours			

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
				Payroll Worksheets and Time Entry Due by 5pm		
5	6	7	8	9	10	11
Refresh Train	Payroll Approvals due by 12pm		ACH DUE WCIF & TEAMSTERS DUE CHILD SUPPORT	Payday	Veteran's Day Observed	
12	13	14	15	16	17	18
	DRS DUE		Last day of pay period. Payroll generated.		Payroll Worksheets and Time Entry Due by 5pm	
19	20	21	22	23	24	25
Refresh Train	Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	Payday	Thanksgiving Observed	Day After Thanksgiving Observed	
26	27	28	29	30	1	2
				Last day of pay period. Payroll generated.		
3	4	<i>Notes</i> *Holiday hours do not need to be entered for exempt employees				
Pay Cycle 1: 11/1-11/15 Pay Day 11/23 88 workable hours 8 holiday hours Pay Cycle 2: 11/16-11/30 Pay Day 12/9 88 workable hours 16 holiday hours						

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
					Payroll Worksheets and Time Entry Due by 5pm	
3	4	5	6	7	8	9
			Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE Judges Qtr Report Due	Payday WCIF & TEAMSTERS DUE	
10	11	12	13	14	15	16
			DRS DUE		Last day of pay period. Payroll generated.	
17	18	19	20	21	22	23
		Payroll Worksheets and Time Entry Due by 5pm	Payroll Approvals due by 12pm	ACH DUE CHILD SUPPORT DUE	Payday	
24	25	26	27	28	29	30
	Christmas Observed				Last day of pay period. Payroll generated.	
31	1	<i>Notes</i> *Holiday hours do not need to be entered for exempt employees				
		Pay Cycle 1: 12/1-12/15 Pay Day 12/23 88 workable hours Pay Cycle 2: 12/16-12/31 Pay Day 1/10 80 workable hours 8 holiday hours				