

**2022-23 HR/PAYROLL PROCESSING SCHEDULES FOR REGULAR AND
YEAR-END PAYROLLS**

HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS	TIMECARD ENTRY OPENS AT 8:00 a.m. on:	TIMECARD ENTRY CLOSSES AT 5:00 p.m. on: (unless noted)
	Fiscal Year End 2022	
Wednesday, June 16, 2022	Friday, July 1, 2022	Wednesday, July 6, 2022
	Fiscal Year 2023	
Thursday, June 30, 2022	Monday, July 11, 2022	Thursday, July 14, 2022
Tuesday, August 2, 2022	Wednesday, August 10, 2022	Monday, August 15, 2022
Thursday, August 25, 2022	Monday, September 12, 2022	Thursday, September 15, 2022
Friday, September 30, 2022	Monday, October 10, 2022	Thursday, October 13, 2022
Tuesday, November 1, 2022	Wednesday, November 9, 2022	Monday, November 14, 2022
Wednesday, November 30, 2022	Wednesday, December 7, 2022	Friday, December 9, 2022
Monday, January 2, 2023	Tuesday, January 10, 2023	Friday, January 13, 2023
Wednesday, January 25, 2023	Thursday, February 9, 2023	Monday, February 13, 2023
Thursday, March 2, 2023	Friday, March 10, 2023	Wednesday, March 15, 2023
Thursday, March 30, 2023	Monday, April 10, 2023	Thursday, April 13, 2023
Tuesday, May 2, 2023	Wednesday, May 10, 2023	Monday, May 15, 2023
Thursday, May 25, 2023	Monday, June 12, 2023	Thursday, June 15, 2023
Thursday, June 15, 2023	Friday, June 30, 2023	Wednesday, July 5, 2023
	Fiscal Year 2023	
Thursday, June 29, 2023	Monday, July 10, 2023	Thursday, July 13, 2023

Prior to Beginning of Semester - HR Submission Date

**Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time. There will be
NO EXCEPTIONS TO LATE TIMECARDS**

Fiscal Year End Payroll Dates For 2022 and 2023

Submission of **complete** paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will be processed as time permits, but cannot be guaranteed for the pay cycle. **PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.**