

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 HOLIDAY	3 DUE BY NOON Hourly Summaries Due: Pay Period 12/16/22- 12/31/22	4	5	6 Deadline for Paperwork to HRS: Hourly Pay Period 1/1/23-1/15/23 Salary Pay Period 1/16/23 -1/31/23	7
8	9	10	11	12 Hourly Summaries Available: PPE 1/1/23 - 1/15/23	13 PAYDAY	14
15	16 HOLIDAY	17 Hourly Summaries Due: Pay Period 1/1/23- 1/15/23 Salary Summaries Due: Pay Period 12/1/22-12/31/22	18	19	20	21
22	23	24 Paperwork to HRS: Hourly Pay Period 1/16/23-1/31/23 Salary Pay Period 2/1/23- 2/15/23	25	26	27	28
29	30 Hourly Summaries Available PPE 1/16/23- 1/31/23 Salary Summaries Available: PPE 1/1/23-1/31/23	31 PAYDAY				

2023

February

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 1/16/23-
1/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 2/1/23-2/15/23
Salary Pay Period
2/16/23 -2/28/23

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14

Hourly Summaries
Available: PPE 2/1/23-
2/15/23

PAYDAY

15

16

Due at NOON
Hourly Summaries Due:
Pay Period 2/1/23-
2/15/23 Salary
Summaries Due: Pay
Period 1/1/23-1/31/23

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21

Paperwork to HRS:
Hourly Pay Period
2/16/23-2/28/23 Salary
Pay Period 3/1/23-
3/15/23

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27

Hourly Summaries
Available PPE 2/16/23-
2/28/23 Salary
Summaries Available:
PPE 2/1/23-2/28/23

28

PAYDAY

2023

March

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 2/16/23-
2/28/23

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8

Deadline for Paperwork
to HRS: Hourly Pay
Period 3/1/23-3/15/23
Salary Pay Period
3/16/23 -3/31/23

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Hourly Summaries
Available: PPE 3/1/23-
3/15/23

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PAYDAY

16

Hourly Summaries Due:
Pay Period 3/1/23-
3/15/23 Salary
Summaries Due: Pay
Period 2/1/23-2/28/23

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Paperwork to HRS:
Hourly Pay Period
3/16/23-3/31/23 Salary
Pay Period 4/1/23-
4/15/23

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Hourly Summaries
Available PPE 3/16/23-
3/31/23 Salary
Summaries Available:
PPE 3/1/23-3/31/23

31

PAYDAY

2023

April

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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3

Hourly Summaries Due:
Pay Period 3/16/23-
3/31/23

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7

Deadline for Paperwork
to HRS: Hourly Pay
Period 4/1/23-4/15/23
Salary Pay Period
4/16/23 -4/30/23

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Hourly Summaries
Available: PPE 4/1/23-
4/15/23

14

PAYDAY

15

16

17

Due by Noon
Hourly Summaries Due:
Pay Period 4/1/23-
4/15/23 Salary
Summaries Due: Pay
Period 3/1/23-3/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 4/16/23-4/30/23
Salary Pay Period 5/1/23
-5/15/23

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Hourly Summaries
Available PPE 4/16/23-
4/30/23 Salary
Summaries Available:
PPE 4/1/23-4/30/23

28

PAYDAY

29

30

2023

May

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 4/16/23-
4/30/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 5/1/23-5/15/23
Salary Pay Period
5/16/23 -5/31/23

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Hourly Summaries
Available: PPE 5/1/23-
5/15/23

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14

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PAYDAY

16

Hourly Summaries Due:
Pay Period 5/1/23-
5/15/23 Salary
Summaries Due: Pay
Period 4/1/23-4/30/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 5/16/23-5/31/23
Salary Pay Period
6/1/23- 6/15/23

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HOLIDAY

30

Hourly Summaries
Available PPE 5/16/22-
5/31/22 Salary
Summaries Available:
PPE 5/1/22-5/31/22

31

PAYDAY

2023

June

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 5/16/23-
5/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 6/1/23-6/15/23
Salary Pay Period
6/16/23 -6/30/23

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Hourly Summaries
Available: PPE 6/1/23-
6/15/23

PAYDAY

15

16

Hourly Summaries Due:
Pay Period 6/1/23-
6/15/23 Salary
Summaries Due: Pay
Period 5/1/23-5/31/23

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HOLIDAY

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23

Deadline for Paperwork
to HRS: Hourly Pay
Period 6/16/23-6/30/23
Salary Pay Period
7/1/23-7/15/23

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Hourly Summaries
Available PPE 6/16/23-
6/30/23 Salary
Summaries Available:
PPE 6/1/23-6/30/23

PAYDAY

30

2023

July

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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8

Due by Noon

Hourly Summaries Due:
Pay Period 6/16/23-
6/30/23

HOLIDAY

Deadline for Paperwork
to HRS: Hourly Pay
Period 7/1/23-7/15/23
Salary Pay Period
7/16/23 -7/31/23

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Hourly Summaries
Available: PPE 7/1/23-
7/15/23

PAYDAY

16

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Hourly Summaries Due:
Pay Period 7/1/23-
7/15/23 Salary
Summaries Due: Pay
Period 6/1/23-6/30/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 7/16/23-7/31/23
Salary Pay Period
8/1/23- 8/15/23

Hourly Summaries
Available PPE 7/16/23-
7/31/23 Salary
Summaries Available:
PPE 7/1/23-7/31/23

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31

PAYDAY

2023

August

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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Hourly Summaries
Due: Pay Period 7/16/23-
7/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 8/1/23-8/15/23
Salary Pay Period
8/16/23 -8/31/23

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Hourly Summaries
Available: PPE 8/1/23-
8/15/23

PAYDAY

Hourly Summaries Due:
Pay Period 8/1/23-
8/15/23 Salary
Summaries Due: Pay
Period 7/1/23-7/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 8/16/23-8/31/23
Salary Pay Period
9/1/23- 9/15/23

27

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31

Hourly Summaries
Available PPE 8/16/23-
8/31/23 Salary
Summaries Available:
PPE 8/1/23-8/31/23

PAYDAY

2023

September

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 8/16/23-
8/31/23

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HOLIDAY

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Deadline for Paperwork
to HRS: Hourly Pay
Period 9/1/23-9/15/23
Salary Pay Period
9/16/23 -9/30/23

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Hourly Summaries
Available: PPE 9/1/23-
9/15/23

PAYDAY

15

16

17

18

Due by Noon
Hourly Summaries Due:
Pay Period 9/1/23-
9/15/23 Salary
Summaries Due: Pay
Period 8/1/23-8/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 9/16/23-9/30/23
Salary Pay Period
10/1/23 -10/15/23

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Hourly Summaries
Available PPE 9/16/23-
9/30/23 Salary
Summaries Available:
PPE 9/1/23-9/30/23

PAYDAY

29

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2023

October

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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Hourly Summaries Due:
Pay Period 9/16/23-
9/30/23

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Deadline for Paperwork to
HRS: Hourly Pay Period
10/1/23-10/15/23 Salary
Pay Period 10/16/23 -
10/31/23

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Hourly Summaries
Available: PPE
10/1/23-10/15/23

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PAYDAY

14

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16

Hourly Summaries Due:
Pay Period 10/1/23-
10/15/23 Salary
Summaries Due: Pay
Period 9/1/23-9/30/23

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Deadline for Paperwork to
HRS: Hourly Pay Period
10/16/23-10/31/23 Salary
Pay Period 11/1/23 -
11/15/23

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Hourly Summaries
Available PPE 10/16/23-
10/31/23 Salary
Summaries Available:
PPE 10/1/23-10/31/23

PAYDAY

31

2023

November

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 10/16/23-
10/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 11/1/23-11/15/23
Salary Pay Period
11/16/23 -11/30/23

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Hourly Summaries
Available: PPE
11/1/23-11/15/23

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PAYDAY

16

Hourly Summaries Due:
Pay Period 11/1/23-
11/15/23 Salary
Summaries Due: Pay
Period 10/1/23-10/31/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 11/16/23-
11/30/23 Salary Pay
Period 12/1/23 -
12/15/23

23

HOLIDAY

24

FLOATING HOLIDAY

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Hourly Summaries
Available PPE 11/16/23-
11/30/23 Salary
Summaries Available:
PPE 11/1/23-11/30/23

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PAYDAY

2023

December

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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Hourly Summaries Due:
Pay Period 11/16/23-
11/30/23

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Deadline for Paperwork
to HRS: Hourly Pay
Period 12/1/23-12/15/23
Salary Pay Period
12/16/23 -12/31/23

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Hourly Summaries
Available: PPE
12/1/23-12/15/23

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DUE at NOON
Hourly Summaries Due:
Pay Period 12/1/23-
12/15/23 Salary Summaries
Due: Pay Period 11/1/23-
11/30/23
PAYDAY

16

17

18

19

Deadline for Paperwork
to HRS: Hourly Pay
Period 12/16/23 -
12/31/23 Salary Pay
Period 1/1/23 -1/15/23

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21

Hourly Summaries
Available PPE 12/16/23-
12/31/23 Salary Summaries
Available: PPE 12/1/23-
12/31/23

22

ADMINISTRATIVE
CLOSURE

23

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HOLIDAY

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FLOATING HOLIDAY

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ADMINISTRATIVE
CLOSURE

28

ADMINISTRATIVE
CLOSURE

29

PAYDAY
ADMINISTRATIVE
CLOSURE

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31

2023