

Full-time Employee Payroll Time Entry & Approval Schedule

Fiscal Year 2022-2023

Month	Year	Pay Period	Holiday Leave (Academic Calendar)	Employee Time Entry Due Date*	Supervisor Time Approval Due Date	Pay Date	Adjusted Paper Timesheet Due Date **
Sep	2022	09/01-09/30	Labor Day 09/05	09/21/2022	09/22/2022	09/30	10/05/2022
Oct	2022	10/01-10/31		10/20/2022	10/21/2022	10/31	11/03/2022
Nov	2022	11/01-11/30	Thanksgiving 11/24-11/25	11/17/2022	11/18/2022	11/30	12/01/2022
Dec	2022	12/01-12/31	Winter Break 12/12-12/31	12/01/2022	12/02/2022	12/09	01/04/2023
Jan	2023	01/01-01/31	Winter Break 01/01 & MLK Day 01/16	01/23/2023	01/24/2023	01/31	02/03/2023
Feb	2023	02/01-02/28		02/20/2023	02/21/2023	02/28	03/03/2023
Mar	2023	03/01-03/31	Spring Break 03/13-03/17	03/23/2023	03/24/2023	03/31	04/05/2023
Apr	2023	04/01-04/30	Spring Holiday 04/07	04/20/2023	04/21/2023	04/28	05/03/2023
May	2023	05/01-05/31	Memorial Day 05/29	05/22/2023	05/23/2023	05/31	06/05/2023
Jun	2023	06/01-06/30		06/22/2023	06/23/2023	06/30	07/06/2023
Jul	2023	07/01-07/31	Independence Day 07/04	07/20/2023	07/21/2023	07/31	08/03/2023
Aug	2023	08/01-08/31		08/23/2023	08/24/2023	08/31	09/06/2023

Please add these due dates to your calendar. Thank you.

* Project leave time you will be using after the time entry due date.

** Any leave time corrections must be submitted to Human Resources via paper timesheet.

The paper timesheet is located on the I Drive/Campus Forms/Timesheet folder.

Avoid using "EMR" leave type unless instructed by HR.

Faculty: 9-month - Complete timesheets for May and August

10.5 month - Complete timesheets for May, August, and all summer months worked