

TIME SHEET AND PAY SCHEDULE FOR 2023			
Pay Period	Time sheets due by 10:00 AM Tuesday	Paycheck Date	Accrual
12/12/22-12/25/22	**Tuesday, December 27th	Friday, January 6, 2023	December Accrual
12/26/22-1/8/23	Tuesday, January 10th	Friday, January 20th	
1/9-1/22	Tuesday, January 24th	Friday, February 3rd	
1/23-2/5	Tuesday, February 7th	Friday, February 17th	January Accrual
2/6-2/19	Tuesday, February 21st	Friday, March 3rd	
2/20-3/5	Tuesday, March 7th	Friday, March 17th	February Accrual
3/6-3/19	Tuesday, March 21st	Friday, March 31st	
3/20-4/2	Tuesday, April 4th	Friday, April 14th	March Accrual
4/3-4/16	Tuesday, April 18th	Friday, April 28th	
4/17-4/30	Tuesday, May 2nd	Friday, May 12th	April Accrual
5/1-5/14	Tuesday, May 16th	Friday, May 26th	
5/15-5/28	**Tuesday, May 30th	Friday, June 9th	May Accrual
5/29-6/11	Tuesday, June 13th	Friday, June 23rd	
6/12-6/25	Tuesday, June 27th	Friday, July 7th	June Accrual
6/26-7/9	Tuesday, July 11th	Friday, July 21st	
7/10-7/23	Tuesday, July 25th	Friday, August 4th	July Accrual
7/24-8/6	Tuesday, August 8th	Friday, August 18th	
8/7-8/20	Tuesday, August 22nd	Friday, September 1st	
8/21-9/3	**Tuesday, September 5th	Friday, September 15th	August Accrual
9/4-9/17	Tuesday, September 19th	Friday, September 29th	
9/18-10/1	Tuesday, October 3rd	Friday, October 13th	September Accrual
10/2-10/15	Tuesday, October 17th	Friday, October 27th	
10/16-10/29	**Monday, October 30th	Thursday, November 9th	October Accrual
10/30-11/12	**Monday, November 13th	Wednesday, November 22nd	
11/13-11/26	Tuesday, November 28th	Friday, December 8th	November Accrual
11/27-12/10	**Monday, December 11th	Wednesday, December 22nd	
12/11-12/24	**Friday, December 22nd	Friday, January 5, 2024	December Accrual
12/25-1/7/24	Tuesday, January 9th	Friday, January 19, 2024	

The time sheet due dates highlighted in green are for employees that work on a 28 day cycle.

All other employees' time sheets are due on every due date listed.

**** Time Sheets due by 12:00 noon due to Holiday**

Time sheets not turned in by deadline will not be processed until next payroll. This means Full Time Employee accruals adjusted, OT paid, and Part Time Employees pay

Accruals are earned during the pay periods that are highlighted in yellow.