

Payroll Schedule for the Calendar Year 2023

Pay Period Start	Pay Period End	Timesheet Deadline** Due to Payroll by 1 PM	Pay Date
Wednesday, December 21, 2022	Thursday, January 5, 2023	Friday, January 6, 2023	Friday, January 13, 2023
Friday, January 6, 2023	Friday, January 20, 2023	Monday, January 23, 2023	Tuesday, January 31, 2023
Saturday, January 21, 2023	Sunday, February 5, 2023	Monday, February 6, 2023	Wednesday, February 15, 2023
Monday, February 6, 2023	Monday, February 20, 2023	Tuesday, February 21, 2023	Tuesday, February 28, 2023
Tuesday, February 21, 2023	Sunday, March 5, 2023	Monday, March 6, 2023	Wednesday, March 15, 2023
Monday, March 6, 2023	Monday, March 20, 2023	Tuesday, March 21, 2023	Friday, March 31, 2023
Tuesday, March 21, 2023	Wednesday, April 5, 2023	Thursday, April 6, 2023	Friday, April 14, 2023
Thursday, April 6, 2023	Thursday, April 20, 2023	Friday, April 21, 2023	Friday, April 28, 2023
Friday, April 21, 2023	Friday, May 5, 2023	Monday, May 8, 2023	Monday, May 15, 2023
Saturday, May 6, 2023	Saturday, May 20, 2023	Monday, May 22, 2023	Wednesday, May 31, 2023
Sunday, May 21, 2023	Monday, June 5, 2023	Tuesday, June 6, 2023	Thursday, June 15, 2023
Tuesday, June 6, 2023	Tuesday, June 20, 2023	Wednesday, June 21, 2023	Friday, June 30, 2023
Wednesday, June 21, 2023	Wednesday, July 5, 2023	Thursday, July 6, 2023	Friday, July 14, 2023
Thursday, July 6, 2023	Thursday, July 20, 2023	Friday, July 21, 2023	Monday, July 31, 2023
Friday, July 21, 2023	Saturday, August 5, 2023	Monday, August 7, 2023	Tuesday, August 15, 2023
Sunday, August 6, 2023	Sunday, August 20, 2023	Monday, August 21, 2023	Thursday, August 31, 2023
Monday, August 21, 2023	Tuesday, September 5, 2023	Wednesday, September 6, 2023	Friday, September 15, 2023
Wednesday, September 6, 2023	Wednesday, September 20, 2023	Thursday, September 21, 2023	Friday, September 29, 2023
Thursday, September 21, 2023	Thursday, October 5, 2023	Friday, October 6, 2023	Friday, October 13, 2023
Friday, October 6, 2023	Friday, October 20, 2023	Monday, October 23, 2023	Tuesday, October 31, 2023
Saturday, October 21, 2023	Sunday, November 5, 2023	Monday, November 6, 2023	Wednesday, November 15, 2023
Monday, November 6, 2023	Monday, November 20, 2023	Monday, November 20, 2023	Thursday, November 30, 2023
Tuesday, November 21, 2023	Tuesday, December 5, 2023	Wednesday, December 6, 2023	Friday, December 15, 2023
Wednesday, December 6, 2023	Wednesday, December 20, 2023	Wednesday, December 20, 2023	Friday, December 29, 2023
Thursday, December 21, 2023	Friday, January 5, 2024	Monday, January 8, 2024	Friday, January 12, 2024

*Schedule subject to change. Change notices will be sent via email. Liz Pope lpope@paulsmiths.edu (518-327-6203)

**** BOLD DUE DATES - Supervisors PLEASE SUBMIT TIMESHEETS AS SOON AS THEY ARE COMPLETED FOR THE PAY PERIOD AND DO NOT HOLD**

***** STUDENTS - please make sure your timesheets are completed and submitted prior to leaving campus for all holiday and semester breaks**

I acknowledge receipt of this payroll schedule.

Employee Signature

Employee Name

Date