



FY23 Biweekly Payroll

Listed below is the payroll schedule for the year 2023. In order to assure timely payroll processing, all time shall be completed no later than Thursday, after pay period end, by 8:30a.m. **Early Payrolls are due by 8:00am as indicated in red.** Paychecks cannot be guaranteed to those who do not meet the deadline. Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the "Work Period Covered" column. Checks are to be distributed as indicated on the "Payday" column.

PAY PERIOD	WORK PERIOD COVERED	TIMECLOCK PLUS DUE DATE	PAY DAY
1	12/22/2022-01/04/2023	01/05/23	01/11/23
2	01/05/2023-01/18/2023	01/19/23	01/25/23
3	01/19/2023-02/01/2023	02/02/23	02/08/23
*4	02/02/2023-02/15/2023	*02/16/23*	02/22/23
5	02/16/2023-03/01/2023	03/02/23	03/08/23
6	03/02/2023-03/15/2023	03/16/23	03/22/23
7	03/16/2023-03/29/2023	03/30/23	04/05/23
8	03/30/2023-04/12/2023	04/13/23	04/19/23
9	04/13/2023-04/26/2023	04/27/23	05/03/23
10	04/27/2023-05/10/2023	05/11/23	05/17/23
*11	05/11/2023-05/24/2023	*05/25/23*	05/31/23
12	05/25/2023-06/07/2023	06/08/23	06/14/23
13	06/08/2023-06/21/2023	06/22/23	06/28/23
14	06/22/2023-07/05/2023	07/06/23	07/12/23
15	07/06/2023-07/19/2023	07/20/23	07/26/23
16	07/20/2023-08/02/2023	08/03/23	08/09/23
17	08/03/2023-08/16/2023	08/17/23	08/23/23
*18	08/17/2023-08/30/2023	*08/31/23*	09/06/23
19	08/31/2023-09/13/2023	09/14/23	09/20/23
20	09/14/2023-09/27/2023	09/28/23	10/04/23
21	09/28/2023-10/11/2023	10/12/23	10/18/23
22	10/12/2023-10/25/2023	10/26/23	11/01/23
23	10/26/2023-11/08/2023	11/09/23	11/15/23
*24	11/09/2023-11/22/2023	***11/23/23***	11/29/23
25	11/23/2023-12/06/2023	12/07/23	12/13/23
*26	12/07/2023-12/20/2023	*12/21/23*	12/27/23

Denotes an early Time Sheet Due Date **Denotes an early Pay Date**

Denotes Payroll Due During County Closure

Professional Services – Payroll Contact Line: (409)-770-5390