

FY2023 Payroll Deadlines Students, Hourly and Non-Student Non-regular (NSNR) Employees

Payroll Period	Employees Time Entry (1)	Supervisors Time Approval (2)	Pay Date
Sep 1-15	Sep 15	Sep 20	Sep 30
Sep 16-30	Sep 30	Oct 5	Oct 17
Oct 1-15	Oct 15	Oct 18	Oct 31
Oct 16-31	Oct 31	Nov 3	Nov 15
Nov 1-15	Nov 15	Nov 17*	Nov 30
Nov 16-30	Nov 30	Dec 6	Dec 15
Dec 1-15	Dec 15	Dec-18 *	Dec 30 *(3)
Dec 16-31	Dec 31	Jan 4 *	Jan 16
Jan 1-15	Jan 15	Jan 18	Jan 31
Jan 16-31	Jan 31	Feb 5	Feb 15
Feb 1-15	Feb 15	Feb 19 *	Feb 28
Feb 16-28	Feb 28	Mar 5	Mar 15
Mar 1-15	Mar 15	Mar 19 *	Mar 31
Mar 16-31	Mar 31	Apr 4	Apr 17
Apr 1-15	Apr 14	Apr 18	Apr 28
Apr 16-30	Apr 30	May 4	May 15
May 1-15	May 15	May 17	May 31
May 16-31	May 31	Jun 6	Jun 15
June 1-15	Jun 15	Jun 18	Jun 30
June 16-30	Jun 30	Jul 5	Jul 17
July 1-15	Jul 15	Jul 18	Jul 31
July 16-31	Jul 31	Aug 6	Aug 15
Aug 1-15	Aug 15	Aug 20	Aug 31
Aug 16-31	Aug 31	Sep 6 *	Sep 15

(1) Employees: Time Entry for the current pay period is due on the current pay period end date: For example, the Pay Period 9/1 – 9/15, the time entry is due by **9/15**. Any time entered after the above due dates will be processed the following pay date.

(2) Supervisors: Any time approved after the dates indicated above, will be processed the following pay date.

(3) Special payment instructions for the December 30, 2022 pay date only:

- **Direct Deposit (ACH)** - Employees will receive their automatic bank deposit as usual.
- **Paper Checks** will be mailed to your home address on file, on pay day via the U.S. Postal Service. Employees must send an email by December 14, 2022 to: payroll@txstate.edu to request their check to be pick-up at SBS beginning January 2, 2023 when the University reopens for business; or enroll in direct deposit no later than December 18, 2022.

*** Time approvals for the period deviate from the normal Schedule - Pay attention to these deadlines. ***

Provide each Student, Hourly and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website.

For other payroll information, view our website at: <http://www.txstate.edu/payroll/>, call (512) 245-2543 or visit us in the **JC Kellam Building, 5th floor, Room 582.**