



## FY 2023: Semi-Monthly (S1) Processing Calendar

### Students, Hourly, and Non-Student Non-Regular (NSNR) Employees

Pay period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	PAYROLL & TAX COMPLIANCE			Pay Date
				Payroll Processing	SAP Locked	Reimb to State	
1	Sep 1-15	Sep 15	Sep 20	Sep 21-22	Sep 22	Sep 23	Sep 30
2	Sep 16-30	Sep 30	Oct 5	Oct 6-10	Oct 10	Oct 11	Oct 17
3	Oct 1-15	Oct 15	Oct 18	Oct 19-21	Oct 21	Oct 24	Oct 31
4	Oct 16-31	Oct 31	Nov 3	Nov 4-8	Nov 8	Nov 9	Nov 15
5	Nov 1-15	Nov 15	Nov 17*	Nov 18-21	Nov 21	Nov 22	Nov 30
6	Nov 16-30	Nov 30	Dec 6	Dec 7-9	Dec 9	Dec 12	Dec 15
7	Dec 1-15	Dec 15	Dec 18*	Dec 19	Dec 20	Dec 21	Dec 30
8	Dec 16-31	Dec 31	Jan 04*	Jan 5-9	Jan 9	Jan 10	Jan 16
9	Jan 1-15	Jan 15	Jan 18	Jan 19-23	Jan 23	Jan 24	Jan 31
10	Jan 16-31	Jan 31	Feb 5	Feb 6-8	Feb 8	Feb 9	Feb 15
11	Feb 1-15	Feb 15	Feb 19	Feb 20-21	Feb 21	Feb 22	Feb 28
12	Feb 16-28	Feb 28	Mar 5	Mar 6-8	Mar 8	Mar 9	Mar 15
13	Mar 1-15	Mar 15	Mar 19*	Mar 20-22	Mar 22	Mar 23	Mar 31
14	Mar 16-31	Mar 31	Apr 4	Apr 5-7	Apr 7	Apr 10	Apr 17
15	Apr 1-15	Apr 14	Apr 18	Apr 19-21	Apr 21	Apr 24	Apr 28
16	Apr 16-30	Apr 30	May 4	May 5-9	May 9	May 10	May 15
17	May 1-15	May 15	May 17	May 18-22	May 22	May 23	May 31
18	May 16-31	May 31	Jun 6	Jun 7-9	Jun 9	Jun 12	Jun 15
19	Jun 1-15	Jun 15	Jun 18	Jun 20-21	Jun 21	Jun 22	Jun 30
20	Jun 16-30	Jun 30	Jul 5	Jul 6-10	Jul 10	Jul 11	Jul 17
21	Jul 1-15	Jul 15	Jul 18	Jul 19-21	Jul 21	Jul 24	Jul 31
22	Jul 16-31	Jul 31	Aug 6	Aug 7-9	Aug 9	Aug 10	Aug 15
23	Aug 1-15	Aug 15	Aug 20	Aug 21-23	Aug 23	Aug 24	Aug 31
24	Aug 16-31	Aug 31	Sep 06*	Sep 7-11	Sep 11	Sep 12	Sep 15

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

(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.