



## 2023 - SUPPORT & OPS EMPLOYEES

*Submit time every Thursday!*

Pay Period Begins	Pay Period Ends	SUBMIT HOURS BY 11:59 pm:	MANAGER APPROVE BY 9:00 am:	Pay Date
<b>12/09/22</b>	<b>01/05/23</b>	<b>01/06/23</b>	<b>01/09/23</b>	<b>01/13/23</b>
01/06/23	01/19/23	01/20/23	01/23/23	01/31/23
01/20/23	02/02/23	02/03/23	02/06/23	02/15/23
02/03/23	02/16/23	02/17/23	02/20/23	02/28/23
02/17/23	03/02/23	03/03/23	03/06/23	03/15/23
03/03/23	03/16/23	03/17/23	03/20/23	03/31/23
03/17/23	03/30/23	03/31/23	04/03/23	04/14/23
03/31/23	04/13/23	04/14/23	04/17/23	04/28/23
04/14/23	04/27/23	04/28/23	05/01/23	05/15/23
04/28/23	05/11/23	05/12/23	05/15/23	05/31/23
05/12/23	05/25/23	05/26/23	05/29/23	06/15/23
05/26/23	06/08/23	06/09/23	06/12/23	06/30/23
<b>06/09/23</b>	<b>07/06/23</b>	<b>07/07/23</b>	<b>07/10/23</b>	<b>07/14/23</b>
07/07/23	07/20/23	07/21/23	07/24/23	07/31/23
07/21/23	08/03/23	08/04/23	08/07/23	08/15/23
08/04/23	08/17/23	08/18/23	08/21/23	08/31/23
08/18/23	08/31/23	09/01/23	09/04/23	09/15/23
09/01/23	09/14/23	09/15/23	09/18/23	09/29/23
09/15/23	09/28/23	09/29/23	10/02/23	10/13/23
09/29/23	10/12/23	10/13/23	10/16/23	10/31/23
10/13/23	10/26/23	10/27/23	10/30/23	11/15/23
10/27/23	11/09/23	11/10/23	11/13/23	11/30/23
11/10/23	11/23/23	11/24/23	11/27/23	12/15/23
11/24/23	12/07/23	12/08/23	12/11/23	12/29/23
<b>12/08/23</b>	<b>01/04/24</b>	<b>01/05/24</b>	<b>01/08/24</b>	<b>01/12/24</b>

**DEADLINE:**  
Payroll cannot submit hours on your behalf. Failure to submit your hours by this deadline may result in your pay being delayed.

**Four weeks worth of time will be included on this paycheck.  
The pay frequency will still be semi-monthly and any deductions will remain the same.**

**DIRECT DEPOSIT / PAYMENT ELECTIONS (aka Bank Account):**  
Before making any changes to your bank account, please contact Payroll to ensure your payroll payment will not be impacted.

**PAYROLL and TIME ENTRY QUESTIONS:**  
*Shannon Medley*, Assistant Director, Payroll & Tax Services  
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