

July 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (Day 13)	2 (Day 14) PP01 Ends
3 (Day 1) PP02 Starts	4 (Day 2) Independence Day Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	5 (Day 3) <i>NRA Paperwork due to Payroll</i>	6 (Day 4) Begin viewing Pay Calculation screen for current pay period	7 (Day 5)	8 (Day 6) \$ Paycheck issued for PP01	9 (Day 7) Time sheet cut off for all employees for PP01
10 (Day 8)	11 (Day 9)	12 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	13 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	14 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	15 (Day 13)	16 (Day 14) PP02 Ends
17 (Day 1) PP03 Starts	18 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	19 (Day 3) <i>NRA Paperwork due to Payroll</i>	20 (Day 4) Begin viewing Pay Calculation screen for current pay period	21 (Day 5)	22 (Day 6) \$ Paycheck issued for PP02	23 (Day 7) Time sheet cut off for all employees for PP02
24 (Day 8)	25 (Day 9)	26 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	27 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	28 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	29 (Day 13)	30 (Day 14) PP03 Ends
31 (Day 1) PP04 Starts						

July 2022 (FY23)

August 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	2 (Day 3) <i>NRA Paperwork due to Payroll</i>	3 (Day 4) Begin viewing Pay Calculation screen for current pay period	4 (Day 5)	5 (Day 6) \$Paycheck issued for PP03	6 (Day 7) Time sheet cut off for all employees for PP03
7 (Day 8)	8 (Day 9)	9 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	10 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	11 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	12 (Day 13)	13 (Day 14) PP04 Ends
14 (Day 1) PP05 Starts	15 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	16 (Day 3) <i>NRA Paperwork due to Payroll</i>	17 (Day 4) Begin viewing Pay Calculation screen for current pay period	18 (Day 5)	19 (Day 6) \$Paycheck issued for PP04	20 (Day 7) Time sheet cut off for all employees for PP04
21 (Day 8)	22 (Day 9)	23 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	24 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	25 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	26 (Day 13)	27 (Day 14) PP05 Ends
28 (Day 1) PP06 Starts	29 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	30 (Day 3) <i>NRA Paperwork due to Payroll</i>	31 (Day 4) Begin viewing Pay Calculation screen for current pay period			

August 2022 (FY23)

September 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (Day 5)	2 (Day 6) \$ Paycheck issued for PP05	3 (Day 7) Time sheet cut off for all employees for PP05
4 (Day 8)	5 (Day 9) Labor Day Holiday	6 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	7 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	8 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	9 (Day 13)	10 (Day 14) PP06 Ends
11 (Day 1) PP07 Starts	12 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	13 (Day 3) <i>NRA Paperwork due to Payroll</i>	14 (Day 4) Begin viewing Pay Calculation screen for current pay period	15 (Day 5)	16 (Day 6) \$ Paycheck issued for PP06	17 (Day 7) Time sheet cut off for all employees for PP06
18 (Day 8)	19 (Day 9)	20 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	21 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	22 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	23 (Day 13)	24 (Day 14) PP07 Ends
25 (Day 1) PP08 Starts	26 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	27 (Day 3) <i>NRA Paperwork due to Payroll</i>	28 (Day 4) Begin viewing Pay Calculation screen for current pay period	29 (Day 5)	30 (Day 6) \$ Paycheck issued for PP07	

September 2022 (FY23)

October 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 7) Time sheet cut off for all employees for PP07
2 (Day 8)	3 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	4 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	5 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	6 (Day 12)	7 (Day 13)	8 (Day 14) PP08 Ends
9 (Day 1) PP09 Starts	10 (Day 2) Columbus Day Holiday Earned <i>(observed 12/28/22)</i> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	11 (Day 3) <i>NRA Paperwork due to Payroll</i>	12 (Day 4) Begin viewing Pay Calculation screen for current pay period	13 (Day 5)	14 (Day 6) \$ Paycheck issued for PP08	15 (Day 7) Time sheet cut off for all employees for PP08
16 (Day 8)	17 (Day 9)	18 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	19 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	20 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	21 (Day 13)	22 (Day 14) PP09 Ends
23 (Day 1) PP10 Starts	24 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	25 (Day 3) <i>NRA Paperwork due to Payroll</i>	26 (Day 4) Begin viewing Pay Calculation screen for current pay period	27 (Day 5)	28 (Day 6) \$ Paycheck issued for PP09	29 (Day 7) Time sheet cut off for all employees for PP09
30 (Day 8)	31 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>					

October 2022 (FY23)

November 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	2 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	3 (Day 12)	4 (Day 13)	5 (Day 14) PP10 Ends
6 (Day 1) PP11 Starts	7 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	8 (Day 3) Election Day <i>(Observed 03/23/23)</i> <i>NRA Paperwork due to Payroll</i>	9 (Day 4) Begin viewing Pay Calculation screen for current pay period	10 (Day 5) \$Paycheck issued for PP10	11 (Day 6) Veteran's Day Holiday Earned <i>(observed 12/28/22)</i> NRA 2023 renewal documentation due to Payroll	12 (Day 7) Time sheet cut off for all employees for PP10
13 (Day 8)	14 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	15 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	16 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	17 (Day 12)	18 (Day 13)	19 (Day 14) PP11 Ends
20 (Day 1) PP12 Starts	21 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	22 (Day 3) <i>NRA Paperwork due to Payroll</i>	23 (Day 4) Begin viewing Pay Calculation screen for current pay period \$Paycheck issued for PP11	24 (Day 5) Thanksgiving Day Holiday	25 (Day 6) Thanksgiving Break Holiday	26 (Day 7) Time sheet cut off for all employees for PP11
27 (Day 8)	28 (Day 9)	29 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period. <i>SRA & Other Deduction Documentation due to Payroll</i>	30 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight			

November 2022 (FY23)

December 2022 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	2 (Day 13)	3 (Day 14) PP12 Ends
4 (Day 1) PP13 Starts	5 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	6 (Day 3) <i>NRA Paperwork due to Payroll</i>	7 (Day 4) Begin viewing Pay Calculation screen for current pay period	8 (Day 5)	9 (Day 6) \$ Paycheck issued for PP12 NRA Paperwork for PP14 due to Payroll	10 (Day 7) Time sheet cut off for all employees for PP12
11 (Day 8)	12 (Day 9)	13 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	15 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	16 (Day 13)	17 (Day 14) PP13 Ends
18 (Day 1) PP14 Starts	19 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	20 (Day 3) <i>SRA & Other Deduction Documentation due to Payroll</i>	21 (Day 4) Begin viewing Pay Calculation screen for current pay period <i>SRA & Other Deduction Documentation due to CPB</i>	22 (Day 5)	23 (Day 6) \$ Paycheck issued for PP13	24 (Day 7) Time sheet cut off for all employees for PP13
25 (Day 8)	26 (Day 9) Christmas Holiday Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period	27 (Day 10) President's Day Holiday Observed <i>(earned 02/21/22)</i> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	28 (Day 11) Columbus Day Holiday Observed <i>(earned 10/10/22)</i> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON	29 (Day 12) Veteran's Day Holiday Observed <i>(earned 11/11/22)</i>	30 (Day 12) University Holiday	31 (Day 13) PP14 Ends

December 2022 (FY23)

January 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (Day 1) PP15 Starts	2 (Day 2) New Year's Day Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	3 (Day 3) <i>NRA Paperwork due to Payroll</i>	4 (Day 4) Begin viewing Pay Calculation screen for current pay period	5 (Day 5)	6 (Day 6) \$ Paycheck issued for PP14	7 (Day 7) Time sheet cut off for all employees for PP14
8 (Day 8)	9 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period SRA & Other Deduction Documentation due to Payroll	10 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON SRA & Other Deduction Documentation due to CPB	12 (Day 12)	13 (Day 13)	14 (Day 14) PP15 Ends
15 (Day 1) PP16 Starts	16 (Day 2) Martin Luther King Day Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	17 (Day 3) <i>NRA Paperwork due to Payroll</i>	18 (Day 4) Begin viewing Pay Calculation screen for current pay period	19 (Day 5)	20 (Day 6) \$ Paycheck issued for PP15	21 (Day 7) Time sheet cut off for all employees for PP15
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period SRA & Other Deduction Documentation due to Payroll	25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON SRA & Other Deduction Documentation due to CPB	27 (Day 13)	28 (Day 14) PP16 Ends
29 (Day 1) PP17 Starts	30 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	31 (Day 3) <i>NRA Paperwork due to Payroll</i>				

January 2023 (FY23)

February 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 4) Begin viewing Pay Calculation screen for current pay period	2 (Day 5)	3 (Day 6) \$Paycheck issued for PP16	4 (Day 7) Time sheet cut off for all employees for PP16
5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	8 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	9 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	10 (Day 13)	11 (Day 14) PP17 Ends
12 (Day 1) PP18 Starts	13 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	14 (Day 3) <i>NRA Paperwork due to Payroll</i>	15 (Day 4) Begin viewing Pay Calculation screen for current pay period	16 (Day 5)	17 (Day 6) \$Paycheck issued for PP17	18 (Day 7) Time sheet cut off for all employees for PP17
19 (Day 8)	20 (Day 9) <i>President's Day Holiday Earned (observed 12/26/23)</i>	21 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	22 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	23 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	24 (Day 13)	25 (Day 14) PP18 Ends
26 (Day 1) PP19 Starts	27 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	28 (Day 3) <i>NRA Paperwork due to Payroll</i>				

February 2023 (FY23)

March 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (Day 4) Begin viewing Pay Calculation screen for current pay period	2 (Day 5)	3 (Day 6) \$ Paycheck issued for PP18	4 (Day 7) Time sheet cut off for all employees for PP18
			5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	8 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight
12 (Day 1) PP20 Starts	13 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	14 (Day 3) <i>NRA Paperwork due to Payroll</i>	15 (Day 4) Begin viewing Pay Calculation screen for current pay period	16 (Day 5)	17 (Day 6) \$ Paycheck issued for PP19	18 (Day 7) Time sheet cut off for all employees for PP19
19 (Day 8)	20 (Day 9) Spring Break	21 (Day 10) Spring Break Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period	22 (Day 11) Spring Break (Earned 11/08/22) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	23 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	24 (Day 13)	25 (Day 14) PP20 Ends
26 (Day 1) PP21 Starts	27 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	28 (Day 3) <i>NRA Paperwork due to Payroll</i>	29 (Day 4) Begin viewing Pay Calculation screen for current pay period	30 (Day 5)	31 (Day 6) \$ Paycheck issued for PP20	

March 2023 (FY23)

April 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 7) Time sheet cut off for all employees for PP20
2 (Day 8)	3 (Day 9)	4 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	5 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	6 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	7 (Day 13)	8 (Day 14) PP21 Ends
9 (Day 1) PP22 Starts	10 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	11 (Day 3) <i>NRA Paperwork due to Payroll</i>	12 (Day 4) Begin viewing Pay Calculation screen for current pay period	13 (Day 5)	14 (Day 6) \$Paycheck issued for PP21	15 (Day 7) Time sheet cut off for all employees for PP21
16 (Day 8)	17 (Day 9)	18 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	19 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	20 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	21 (Day 13)	22 (Day 14) PP22 Ends
23 (Day 1) PP23 Starts	24 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	25 (Day 3) <i>NRA Paperwork due to Payroll</i>	26 (Day 4) Begin viewing Pay Calculation screen for current pay period	27 (Day 5)	28 (Day 6) \$Paycheck issued for PP22	29 (Day 7) Time sheet cut off for all employees for PP22
30 (Day 8)						

April 2023 (FY23)

May 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (Day 9)	2 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	3 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	4 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	5 (Day 13)	6 (Day 14) PP23 Ends
7 (Day 1) PP24 Starts	8 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	9 (Day 3) <i>NRA Paperwork due to Payroll</i>	10 (Day 4) Begin viewing Pay Calculation screen for current pay period	11 (Day 5)	12 (Day 6) \$Paycheck issued for PP23	13 (Day 7) Time sheet cut off for all employees for PP23
14 (Day 8)	15 (Day 9)	16 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	17 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	18 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	19 (Day 13)	20 (Day 14) PP24 Ends
21 (Day 1) PP25 Starts	22 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	23 (Day 3) <i>NRA Paperwork due to Payroll</i>	24 (Day 4) Begin viewing Pay Calculation screen for current pay period	25 (Day 5)	26 (Day 6) \$Paycheck issued for PP24	27 (Day 7) Time sheet cut off for all employees for PP24
28 (Day 8)	29 (Day 9) <i>Memorial Day Holiday</i>	30 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period. <i>SRA & Other Deduction Documentation due to Payroll</i>	31 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight			

May 2023 (FY23)

June 2023 (FY23)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	2 (Day 13)	3 (Day 14) PP25 Ends
4 (Day 1) PP26 Starts	5 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	6 (Day 3) <i>NRA Paperwork due to Payroll</i>	7 (Day 4) Begin viewing Pay Calculation screen for current pay period	8 (Day 5)	9 (Day 6) \$ Paycheck issued for PP25	10 (Day 7) Time sheet cut off for all employees for PP25
11 (Day 8)	12 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	13 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	15 (Day 12)	16 (Day 13)	17 (Day 14) PP26 Ends
18 (Day 1) PP01 Starts	19 (Day 2) Juneteenth Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	20 (Day 3) <i>NRA Paperwork due to Payroll</i>	21 (Day 4) Begin viewing Pay Calculation screen for current pay period	22 (Day 5)	23 (Day 6) \$ Paycheck issued for PP26	24 (Day 7) Time sheet cut off for all employees for PP26
25 (Day 8)	26 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i>	27 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	28 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i>	29 (Day 12)	30 (Day 13)	

June 2023 (FY23)