

Pay Period Begin Date	Pay Period End Date	Paycheck Date	Pay Period Days	Pay Period Hours	FINAL Employee Cut-Off for Pay Period	FINAL Supervisor Cut-Off for Pay Period	Days Worked	Reserved Holidays	Additional Information
12/31/2022	1/13/2023	1/13/2023	11	88	1/2/2023	1/3/2023	12/16/22 - 12/31/22		
1/15/2023	1/31/2023	1/31/2023	10	80	1/17/2023	1/18/2023	1/1/23 - 1/15/23	1/2/22 New Years Day (observed) - Monday	
1/31/2023	2/15/2023	2/15/2023	12	96	2/1/2023	2/2/2023	1/16/23 - 1/31/23	1/16/23 MLK - Monday	
2/15/2023	2/28/2023	2/28/2023	11	88	2/15/2023	2/15/2023	2/1/23 - 2/15/23		
2/28/2023	3/15/2023	3/15/2023	9	72	3/1/2023	3/2/2023	2/16/23 - 2/28/23	2/17/23 President's Day (observed) - Friday	
3/15/2023	3/31/2023	3/31/2023	11	88	3/15/2023	3/16/2023	3/1/23 - 3/15/23		
<p>Last Pay out of Colleague - Please enter time and time off for 3/16/23 - 3/25/23 as normal in Colleague.</p> <p>Enter time ONLY for 3/26/23 - 3/31/23 as you were instructed to in your specific WorkDay Forum. (If you have any questions on how you should enter your time for 3/26 thru 3/31 in Colleague, please contact your supervisor or your HR Partner)</p>									
3/31/2023	4/14/2023		12	96	4/3/2023 - noon	4/3/2023 - 3pm	3/16/23 - 3/25/23		LAST PAY OUT OF COLLEAGUE
<p>Switch over to WorkDay - All time entry and time offs entered into WorkDay</p> <p>Please submit timesheets by 5pm each Monday for the previous week starting Monday, April 3rd!!</p> <p>SUPERVISORS approve submitted time by NOON each week on Tuesday.</p>									
3/26/2023	4/8/2023	4/21/2023	10	80	4/10/2023 - 5pm	4/11/2023 - noon	3/26/23 - 4/8/23		FIRST PAY OUT OF WORKDAY
4/9/2023	4/22/2023	5/5/2023	10	80	4/24/2023 - 5pm	4/25/2023 - noon		4/20/23 In-Service Day (til 5pm) -Thursday	
4/23/2023	5/6/2023	5/19/2023	10	80	5/8/2023 - 5pm	5/9/2023 - noon			
5/7/2023	5/20/2023	6/2/2023	10	80	5/22/2023 - noon	5/22/2023 - midnight			
5/21/2023	6/3/2023	6/16/2023	10	80	6/5/2023	6/6/2023		5/29/23 Memorial Day - Monday	
6/4/2023	6/17/2023	6/30/2023	10	80	6/20/2023 - noon	6/20/2023 - midnight			
Fiscal Year End 6/30/2023									
6/18/2023	7/1/2023	7/14/2023	10	80	7/3/2023 - noon	7/4/2023 - noon		6/19/23 Juneteenth -Monday	
7/2/2023	7/15/2023	7/28/2023	10	80	7/17/2023 - 5pm	7/18/2023 - noon		7/4/23 Independence Day - Tuesday	
7/16/2023	7/29/2023	8/11/2023	10	80	7/31/2023 - 5pm	8/1/2023 - noon			
7/30/2023	8/12/2023	8/25/2023	10	80	8/14/2023 - 5pm	8/15/2023 - noon			
8/13/2023	8/26/2023	9/8/2023	10	80	8/28/2023 - noon	8/28/2023 - midnight			
8/27/2023	9/9/2023	9/22/2023	10	80	9/11/2023 - 5pm	9/12/2023 - noon		9/4/23 Labor Day -Monday	
9/10/2023	9/23/2023	10/6/2023	10	80	9/25/2023 - 5pm	9/26/2023 - noon			
9/24/2023	10/7/2023	10/20/2023	10	80	10/9/2023 - 5pm	10/10/2023 - noon		10/3/23 Day Of Service (til 5:00pm) - Tuesday	
10/8/2023	10/21/2023	11/3/2023	10	80	10/23/2023 - 5pm	10/24/2023 - noon			
10/22/2023	11/4/2023	11/17/2023	10	80	11/6/2023 - noon	11/6/2023 - midnight			
11/5/2023	11/18/2023	12/1/2023	10	80	11/20/2023 - noon	11/20/2023 - midnight		11/10/23 Veterans Day (Observed) - Friday	
11/19/2023	12/2/2023	12/15/2023	10	80	12/4/2023 - 5pm	12/5/2023 - noon		11/22, 11/23, 11/24/23 Thanksgiving - Wednesday - Friday	
12/3/2023	12/16/2023	12/29/2023	10	80	12/18/2023 - noon	12/18/2023 - midnight			
<p>NOTE: If dates are in BOLD that means a change to normal cut off times due to holiday</p>									