Payroll Deadlines and Important Dates by Employee Category

Overtime and straight time eligible employees (all non-exempt employees and represented exempt employees)
Worked time should not be forecasted. Enter and save time weekly on last workday of the week after the hours have been worked. If additional pay codes such as overtime, on call, holiday premium pay, etc., submit time twice per month on dates in gray and blue column. If no additional pay codes, submit once on date in blue column. Managers review time that has been submitted to them by end of day on dates in green columns. Time Off (Absences) must be entered and can be entered in advance.

Employees who are not eligible for overtime or straight time (management, executive and unrepresented exempt employees)
Worked time only needs to be entered if you have exceptions such as costing overrides, deviation from remote work agreement, work on a holiday and should not be forecasted. Submit time once on date in blue column if you have exceptions. Managers review time that has been submitted to them by the end of day on dates in second green column**. Time Off (Absence) requests must be entered and can be entered in advance.

Month	If additional pay codes besides salary or if temporary employee submit time on:	Manager review and approve by:	Payday	Submit final time for mid-month on:	Manager review and approve by end of day**:	Mid-month payday	Enter intermittent leave without pay by*:
December 2022	12/21/2022	12/26/2022	1/3/2023	1/3/2023	1/6/2023	1/13/2023	12/21/2022
January 2023	1/20/2023	1/25/2023	2/1/2023	1/31/2023	2/6/2023	2/15/2023	1/20/2023
February 2023	2/17/2023	2/22/2023	3/1/2023	2/28/2023	3/8/2023	3/15/2023	2/17/2023
March 2023	3/21/2023	3/24/2023	3/31/2023	3/31/2023	4/7/2023	4/14/2023	3/21/2023
April 2023	4/19/2023	4/24/2023	5/1/2023	5/1/2023	5/8/2023	5/15/2023	4/19/2023
May 2023	5/19/2023	5/24/2023	6/1/2023	5/31/2023	6/8/2023	6/15/2023	5/19/2023
June 2023	6/20/2023	6/23/2023	6/30/2023	6/30/2023	7/7/2023	7/14/2023	6/20/2023
July 2023	7/20/2023	7/25/2023	8/1/2023	7/31/2023	8/8/2023	8/15/2023	7/20/2023
August 2023	8/22/2023	8/25/2023	9/1/2023	8/31/2023	9/8/2023	9/15/2023	8/22/2023
September 2023	9/19/2023	9/22/2023	9/29/2023	10/2/2023	10/6/2023	10/13/2023	9/19/2023
October 2023	10/20/2023	10/25/2023	11/1/2023	10/31/2023	11/7/2023	11/15/2023	10/20/2023
November 2023	11/17/2023	11/22/2023	12/1/2023	11/30/2023	12/8/2023	12/15/2023	11/17/2023
December 2023	12/19/2023	12/22/2023	1/2/2024	1/2/2024	1/5/2024	1/12/2024	12/19/2023

*If employee is on continuous leave without pay, submit a request to HR to put them "on leave" in Workday by date in this column.
Note: Payslips available in Workday 2 days prior to payday.