



PAYROLL SERVICES DEPARTMENT

MEMORANDUM

TO: Supervisors of Non-Academic Hourly Employees and Student Workers

FROM: Payroll Services

SUBJECT: Timesheet deadline

Below are the timesheet deadlines and reporting periods for Non-Academic Hourly Employees and Student Workers.

FY 2022-2023

Payroll Pay Period		Timesheet Deadline	Pay Date
6/1/2022	6/30/2022	7/5/2022	7/28/2022
7/1/2022	7/31/2022	8/1/2022	8/31/2022
8/1/2022	8/31/2022	9/1/2022	9/30/2022
9/1/2022	9/30/2022	10/3/2022	10/31/2022
10/1/2022	10/31/2022	11/1/2022	11/30/2022
11/1/2022	11/30/2022	11/18/2022	12/16/2022
12/1/2022	12/31/2022	1/3/2023	1/31/2023
1/1/2023	1/31/2023	2/1/2023	2/28/2023
2/1/2023	2/28/2023	3/1/2023	3/24/2023
3/1/2023	3/31/2023	4/3/2023	4/28/2022
4/1/2023	4/30/2023	5/1/2023	5/31/2023
5/1/2023	5/31/2023	6/1/2023	6/29/2023

Timesheets are due in Payroll Services by 4:00 P.M. the first working day following the last day of the payroll pay period. **Timesheets turned in after the deadline may result in a delay in payment until the next payday for the employee.**