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**2023**

**Bi-Weekly Payroll Calendar & Web Time Entry Due Dates**

**For PERMANENT SHRA EMPLOYEES**

**Important:** Employees must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time”

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay #** | **Timesheet Start Date *(Monday)*** | **Timesheet End Date *(Sunday)*** | **Employee Entry Deadline Date *(Monday)*** | **Employee Entry Deadline Time** | **Approver Deadline Date *(Tuesday)*** | **Approver Deadline Time** | **Pay Date** |
| 26 | 12/05/2022 | 12/18/2022 | 12/19/2022 | 10:00 AM | 12/20/2022 | 5:00 PM | January 31, 2023 |
| 1 | 12/19/2022 | 01/01/2023 | 12/21/2022 | 10:00 AM | 12/22/2022 | 5:00 PM |
| 2 | 01/02/2023 | 01/15/2023 | 01/16/2023 | 10:00 AM | 01/17/2023 | 5:00 PM | February 28, 2023  |
| 3 | 01/16/2023 | 01/29/2023 | 01/30/2023 | 10:00 AM | 01/31/2023 | 5:00 PM |
| 4 | 01/30/2023 | 02/12/2023 | 02/13/2023 | 10:00 AM | 02/14/2023 | 5:00 PM |
| 5 | 02/13/2023 | 02/26/2023 | 02/27/2023 | 10:00 AM | 02/28/2023 | 5:00 PM | March 31, 2023 |
| 6 | 03/27/2023 | 03/12/2023 | 03/13/2023 | 10:00 AM | 03/14/2023 | 5:00 PM |
| 7 | 03/13/2023 | 03/26/2023 | 03/27/2023 | 10:00 AM | 03/28/2023 | 5:00 PM | April 28, 2023 |
| 8 | 03/27/2023 | 04/09/2023 | 04/10/2023 | 10:00 AM | 04/11/2023 | 5:00 PM |
| 9 | 04/10/2023 | 04/23/2023 | 04/24/2023 | 10:00 AM | 04/25/2023 | 5:00 PM | May 31, 2023 |
| 10 | 04/24/2023 | 05/07/2023 | 05/08/2023 | 10:00 AM | 05/09/2023 | 5:00 PM |
| 11 | 05/08/2023 | 05/21/2023 | 05/22/2023 | 10:00 AM | 05/23/2023 | 5:00 PM | June 30, 2023 |
| 12 | 05/22/2023 | 06/04/2023 | 06/05/2023 | 10:00 AM | 06/0652023 | 5:00 PM |
| 13 | 06/05/2023 | 06/18/2023 | 06/19/2023 | 10:00 AM | 06/20/2023 | 5:00 PM | July 31 2023 |
| 14 | 06/19/2023 | 07/02/2023 | 07/03/2023 | 10:00 AM | 07/05/2023 | 5:00 PM |
| 15 | 07/03/2023 | 07/16/2023 | 07/17/2023 | 10:00 AM | 07/18/2023 | 5:00 PM | August 31, 2023 |
| 16 | 07/17/2023 | 07/30/2023 | 07/31/2023 | 10:00 AM | 08/01/2023 | 5:00 PM |
| 17 | 07/31/2023 | 08/13/20223 | 08/14/2023 | 10:00 AM | 08/15/2023 | 5:00 PM |
| 18 | 08/14/2023 | 08/27/2022 | 08/28/2023 | 10:00 AM | 08/29/2023 | 5:00 PM | September 29, 2023 |
| 19 | 08/28/2023 | 09/10/2022 | 09/11/2023 | 10:00 AM | 09/12/2023 | 5:00 PM |
| 20 | 09/11/2023 | 09/24/2022 | 09/25/2023 | 10:00 AM | 09/26/2023 | 5:00 PM | October 31, 2023 |
| 21 | 09/26/2023 | 10/08/2022 | 10/09/2023 | 10:00 AM | 10/10/2023 | 5:00 PM |
| 22 | 10/09/2023 | 10/22/2022 | 10/23/2023 | 10:00 AM | 10/24/2023 | 5:00 PM | November 30, 2023 |
| 23 | 10/23/2023 | 11/05/2022 | 11/06/2023 | 10:00 AM | 11/07/2023 | 5:00 PM |
| 24 | 11/06/2023 | 11/19/2022 | 11/20/2023 | 10:00 AM | 11/21/2023 | 5:00 PM | December 21, 2023 |
| 25 | 11/20/2023 | 12/03/2022 | 12/04/2023 | 10:00 AM | 12/05/2023 | 5:00 PM |
| 26 | 12/04/2023 | 12/17/2022 | 12/18/2023 | 10:00 AM | 12/19/2023 | 5:00 PM | January 31, 2024 |
| 01 | 12/18/2023 | 12/31/2023 | 12/18/2023 | 10:00 AM | 12/19/2023 | 5:00 PM |