

Monthly Pay Frequency - Associated Deadlines in 2023

Pay Period	Pay Dates	HR Workflow – Final Approval Deadline at 7:00 PM on	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information Deadlines at 7:00 PM on	Timekeeper Entry and Self-service Approver Deadlines for MOR* and MPP* Paygroups at 10am on	Gross Pay Registers Available on
JANUARY	TUESDAY 01-31-23	01-25-2023	01-25-2023	01-26-2023	01-27-2023
FEBRUARY	TUESDAY 02-28-23	02-22-2023	02-22-2023	02-23-2023	02-24-2023
MARCH	FRIDAY 03-31-23	03-27-2023	03-27-2023	03-28-2023	03-29-2023
APRIL	FRIDAY 04-28-23	04-24-2023	04-24-2023	04-25-2023	04-26-2023
MAY	WEDNESDAY 05-31-23	05-24-2023	05-24-2023	05-25-2023	05-26-2023
JUNE	FRIDAY 06-30-23	06-21-2023	06-21-2023	06-22-2023	06-23-2023
JULY	MONDAY 07-31-23	07-19-2023	07-19-2023	07-20-2023	07-21-2023
AUGUST	THURSDAY 08-31-23	08-27-2023	08-27-2023	08-28-2023	08-29-2023
SEPTEMBER	FRIDAY 09-29-23	09-25-2023	09-25-2023	09-26-2023	09-27-2023
OCTOBER	TUESDAY 10-31-23	10-25-2023	10-25-2023	10-26-2023	10-27-2023
NOVEMBER	THURSDAY 11-30-23	11-20-2023	11-20-2023	11-21-2023	11-22-2023
DECEMBER	FRIDAY 12-29-23	12-20-2023	12-20-2023	12-21-2023	12-22-2023
Data entry/approval available again when Gross Pay Register available.					

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-20-23 deadline above and processed with the January monthly payroll.