



Arts and Sciences

2023 HR Paperwork Deadline Chart

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Sunday, January 15, 2023	Wednesday, November 30, 2022	Wednesday, December 7, 2022	January 13 (current) January 31 (lag)
Tuesday, January 31, 2023	Monday, January 2, 2023	Monday, January 9, 2023	January 31 (current) February 15 (lag)
Wednesday, February 15, 2023	Wednesday, January 11, 2023	Wednesday, January 18, 2023	February 15 (current) February 28 (lag)
Tuesday, February 28, 2023	Friday, January 27, 2023	Friday, February 3, 2023	February 28 (current) March 15 (lag)
Wednesday, March 15, 2023	Monday, February 13, 2023	Monday, February 20, 2023	March 15 (current) March 31 (lag)
Friday, March 31, 2023	Wednesday, March 1, 2023	Wednesday, March 8, 2023	March 31 (current) April 14 (lag)
Sunday, April 15, 2023	Thursday, March 16, 2023	Thursday, March 23, 2023	April 14 (current) April 28 (lag)
Sunday, April 30, 2023	Thursday, March 30, 2023	Thursday, April 6, 2023	April 28 (current) May 15 (lag)
Monday, May 15, 2023	Thursday, April 13, 2023	Thursday, April 20, 2023	May 15 (current) May 31 (lag)
Wednesday, May 31, 2023	Friday, April 28, 2023	Friday, May 5, 2023	May 31 (current) June 15 (lag)
Thursday, June 15, 2023	Tuesday, May 16, 2023	Tuesday, May 23, 2023	June 15 (current) June 30 (lag)
Friday, June 30, 2023	Wednesday, May 31, 2023	Wednesday, June 7, 2023	June 30 (current) July 14 (lag)
Saturday, July 15, 2023	Tuesday, June 13, 2023	Tuesday, June 20, 2023	July 14 (current) July 31 (lag)
Monday, July 31, 2023	Thursday, June 29, 2023	Thursday, July 6, 2023	July 31 (current) August 15 (lag)
Tuesday, August 15, 2023	Monday, July 10, 2023	Monday, July 17, 2023	August 15 (current) August 31 (lag)
Thursday, August 31, 2023	Tuesday, July 25, 2023	Tuesday, August 1, 2023	August 31 (current) September 15 (lag)
Friday, September 15, 2023	Thursday, August 10, 2023	Thursday, August 17, 2023	September 15 (current) September 29 (lag)
Saturday, September 30, 2023	Thursday, August 31, 2023	Thursday, September 7, 2023	September 29 (current) October 13 (lag)
Sunday, October 15, 2023	Thursday, September 14, 2023	Thursday, September 21, 2023	October 13 (current) October 31 (lag)
Tuesday, October 31, 2023	Friday, September 29, 2023	Friday, October 6, 2023	October 31 (current) November 15 (lag)
Wednesday, November 15, 2023	Friday, October 13, 2023	Friday, October 20, 2023	November 15 (current) November 30 (lag)
Thursday, November 30, 2023	Friday, October 27, 2023	Friday, November 3, 2023	November 30 (current) December 15 (lag)
Friday, December 15, 2023	Friday, November 10, 2023	Friday, November 17, 2023	December 15 (current) December 22 (lag)
Sunday, December 31, 2023	Tuesday, November 21, 2023	Tuesday, November 28, 2023	December 22 (current) January 15 (lag)

***During high volume periods, at the beginning and end of each academic semester, additional time may be required for processing.**

IMPORTANT: Actions received after these deadlines may not be processed until the next payroll. Separations and Leave Without Pay (LWOP) transactions received after the deadline may result in **salary overpayment** to the employee. **Please ensure reappointments for Research Grant/Time Limited employees are received by the deadline and prior to the end date of the position to ensure they do not auto-terminate.**