



# 2023 Timekeeping Schedule

Pay #	Start Date	End Date	Week 1		Week 2		Pay Date
			Time Entry 2PM	Time Approval 5PM	Time Entry 2PM	Time Approval 5PM	
1	12/24/2022	1/6/2023	12/30/2022	12/30/2022	1/6/2023	1/6/2023	1/13/2023
2	1/7/2023	1/20/2023	1/13/2023	1/13/2023	1/20/2023	1/20/2023	1/27/2023
3	1/21/2023	2/3/2023	1/27/2023	1/27/2023	2/3/2023	2/3/2023	2/10/2023
4	2/4/2023	2/17/2023	2/10/2023	2/10/2023	2/17/2023	2/17/2023	2/24/2023
5	2/18/2023	3/3/2023	2/24/2023	2/24/2023	3/3/2023	3/3/2023	3/10/2023
6	3/4/2023	3/17/2023	3/10/2023	3/10/2023	3/17/2023	3/17/2023	3/24/2023
7	3/18/2023	3/31/2023	3/24/2023	3/24/2023	3/31/2023	3/31/2023	4/7/2023
8	4/1/2023	4/14/2023	4/7/2023	4/7/2023	4/14/2023	4/14/2023	4/21/2023
9	4/15/2023	4/28/2023	4/21/2023	4/21/2023	4/28/2023	4/28/2023	5/5/2023
10	4/29/2023	5/12/2023	5/5/2023	5/5/2023	5/12/2023	5/12/2023	5/19/2023
11	5/13/2023	5/26/2023	5/19/2023	5/19/2023	5/25/2023	5/25/2023	6/2/2023
12	5/27/2023	6/9/2023	6/2/2023	6/2/2023	6/9/2023	6/9/2023	6/16/2023
13	6/10/2023	6/23/2023	6/16/2023	6/16/2023	6/23/2023	6/23/2023	6/30/2023
14	6/24/2023	7/7/2023	6/30/2023	6/30/2023	7/7/2023	7/7/2023	7/14/2023
15	7/8/2023	7/21/2023	7/14/2023	7/14/2023	7/21/2023	7/21/2023	7/28/2023
16	7/22/2023	8/4/2023	7/28/2023	7/28/2023	8/4/2023	8/4/2023	8/11/2023
17	8/5/2023	8/18/2023	8/11/2023	8/11/2023	8/18/2023	8/18/2023	8/25/2023
18	8/19/2023	9/1/2023	8/25/2023	8/25/2023	8/31/2023	8/31/2023	9/8/2023
19	9/2/2023	9/15/2023	9/8/2023	9/8/2023	9/15/2023	9/15/2023	9/22/2023
20	9/16/2023	9/29/2023	9/22/2023	9/22/2023	9/29/2023	9/29/2023	10/6/2023
21	9/30/2023	10/13/2023	10/6/2023	10/6/2023	10/13/2023	10/13/2023	10/20/2023
22	10/14/2023	10/27/2023	10/20/2023	10/20/2023	10/27/2023	10/27/2023	11/3/2023
23	10/28/2023	11/10/2023	11/3/2023	11/3/2023	11/9/2023	11/9/2023	11/17/2023
24	11/11/2023	11/24/2023	11/17/2023	11/17/2023	11/22/2023	11/22/2023	12/1/2023
25	11/25/2023	12/8/2023	12/1/2023	12/1/2023	12/8/2023	12/8/2023	12/15/2023
26	12/9/2023	12/22/2023	12/15/2023	12/15/2023	12/15/2023	12/15/2023	12/29/2023

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.

Last updated: 2/4/2022.