



# FY 2023 Payroll Posting Schedule

| Fiscal Year | Pay # | Start Date | End Date   | Pay Date   | Payroll Posting (1) | Run Report (2) | Payroll Accounting Journals Completed (3) | Notes (Updated 2/24/23)     |
|-------------|-------|------------|------------|------------|---------------------|----------------|-------------------------------------------|-----------------------------|
| 2023        | 14    | 6/25/2022  | 7/8/2022   | 7/15/2022  | 7/11/2022           | 7/13/2022      | 7/15/2022                                 |                             |
|             | 15    | 7/9/2022   | 7/22/2022  | 7/29/2022  | 7/25/2022           | 7/27/2022      | 7/29/2022                                 |                             |
|             | 16    | 7/23/2022  | 8/5/2022   | 8/12/2022  | 8/8/2022            | 8/10/2022      | 8/12/2022                                 |                             |
|             | 17    | 8/6/2022   | 8/19/2022  | 8/26/2022  | 8/22/2022           | 8/24/2022      | 8/26/2022                                 |                             |
|             | 18    | 8/20/2022  | 9/2/2022   | 9/9/2022   | 9/2/2022            | 9/7/2022       | 9/9/2022                                  | *date change due to holiday |
|             | 19    | 9/3/2022   | 9/16/2022  | 9/23/2022  | 9/19/2022           | 9/21/2022      | 9/23/2022                                 |                             |
|             | 20    | 9/17/2022  | 9/30/2022  | 10/7/2022  | 10/3/2022           | 10/5/2022      | 10/7/2022                                 |                             |
|             | 21    | 10/1/2022  | 10/14/2022 | 10/21/2022 | 10/17/2022          | 10/19/2022     | 10/21/2022                                |                             |
|             | 22    | 10/15/2022 | 10/28/2022 | 11/4/2022  | 10/31/2022          | 11/2/2022      | 11/4/2022                                 |                             |
|             | 23    | 10/29/2022 | 11/11/2022 | 11/18/2022 | 11/14/2022          | 11/16/2022     | 11/18/2022                                |                             |
|             | 24    | 11/12/2022 | 11/25/2022 | 12/2/2022  | 11/28/2022          | 11/30/2022     | 12/2/2022                                 |                             |
|             | 25    | 11/26/2022 | 12/9/2022  | 12/16/2022 | 12/12/2022          | 12/14/2022     | 12/16/2022                                |                             |
|             | 26    | 12/10/2022 | 12/23/2022 | 12/30/2022 | 12/19/2022          | 12/21/2022     | 12/23/2022                                | *date change due to holiday |
|             | 1     | 12/24/2022 | 1/6/2023   | 1/13/2023  | 1/9/2023            | 1/11/2023      | 1/14/2023                                 |                             |
|             | 2     | 1/7/2023   | 1/20/2023  | 1/27/2023  | 1/23/2023           | 1/25/2023      | 1/28/2023                                 |                             |
|             | 3     | 1/21/2023  | 2/3/2023   | 2/10/2023  | 2/6/2023            | 2/8/2023       | 2/11/2023                                 |                             |
|             | 4     | 2/4/2023   | 2/17/2023  | 2/24/2023  | 2/20/2023           | 2/22/2023      | 2/25/2023                                 |                             |
|             | 5     | 2/18/2023  | 3/3/2023   | 3/10/2023  | 3/6/2023            | 3/8/2023       | 3/11/2023                                 |                             |
|             | 6     | 3/4/2023   | 3/17/2023  | 3/24/2023  | 3/20/2023           | 3/22/2023      | 3/25/2023                                 |                             |
|             | 7     | 3/18/2023  | 3/31/2023  | 4/7/2023   | 4/3/2023            | 4/5/2023       | 4/8/2023                                  |                             |
|             | 8     | 4/1/2023   | 4/14/2023  | 4/21/2023  | 4/17/2023           | 4/19/2023      | 4/22/2023                                 |                             |
|             | 9     | 4/15/2023  | 4/28/2023  | 5/5/2023   | 5/1/2023            | 5/3/2023       | 5/6/2023                                  |                             |
|             | 10    | 4/29/2023  | 5/12/2023  | 5/19/2023  | 5/15/2023           | 5/17/2023      | 5/20/2023                                 |                             |
|             | 11    | 5/13/2023  | 5/26/2023  | 6/2/2023   | 5/26/2023           | 5/31/2023      | 6/2/2023                                  | *date change due to holiday |
|             | 12    | 5/27/2023  | 6/9/2023   | 6/16/2023  | 6/12/2023           | 6/14/2023      | 6/16/2023                                 |                             |
|             | 13    | 6/10/2023  | 6/23/2023  | 6/30/2023  | 6/23/2023           | 6/28/2023      | 6/30/2023                                 | *subject to change          |
| 2024        | 14    | 6/24/2023  | 7/7/2023   | 7/14/2023  | 7/10/2023           | 7/12/2023      | 7/14/2023                                 |                             |

Dates are subject to change due to holidays and emergency closings. Changes to the dates other than those listed on this schedule will be communicated via email (fiscal-I listserv). Please note:

- (1) Payroll office closes the bi-weekly payroll and payroll accounting journal entries post to the ledger.
- (2) Departments can run reports which include the most up-to-date payroll data.
- (3) Payroll Accounting completes all OPS health insurance expense entries