

Pay Number	Pay Period Start	Pay Period End	Payment Actions Deadline	Kronos Deadline	Payroll Start Date	Pay Date
1	1/1/2023	1/15/2023	12/22/2022	1/3/2023	1/5/2023	1/13/2023
2	1/16/2023	1/31/2023	1/17/2023	1/17/2023	1/23/2023	1/31/2023
3	2/1/2023	2/15/2023	2/1/2023	2/1/2023	2/7/2023	2/15/2023
4	2/16/2023	2/28/2023	2/15/2023	2/16/2023	2/21/2023	2/28/2023
5	3/1/2023	3/15/2023	3/1/2023	3/1/2023	3/7/2023	3/15/2023
6	3/16/2023	3/31/2023	3/17/2023	3/16/2023	3/23/2023	3/31/2023
7	4/1/2023	4/15/2023	3/31/2023	4/3/2023	4/6/2023	4/14/2023
8	4/16/2023	4/30/2023	4/14/2023	4/17/2023	4/20/2023	4/28/2023
9	5/1/2023	5/15/2023	5/1/2023	5/1/2023	5/5/2023	5/15/2023
10	5/16/2023	5/31/2023	5/16/2023	5/16/2023	5/22/2023	5/31/2023
11	6/1/2023	6/15/2023	6/1/2023	6/1/2023	6/7/2023	6/15/2023
12	6/16/2023	6/30/2023	6/14/2023	6/16/2023	6/20/2023	6/30/2023
13	7/1/2023	7/15/2023	6/30/2023	7/3/2023	7/6/2023	7/14/2023
14	7/16/2023	7/31/2023	7/17/2023	7/17/2023	7/21/2023	7/31/2023
15	8/1/2023	8/15/2023	8/1/2023	8/1/2023	8/7/2023	8/15/2023
16	8/16/2023	8/31/2023	8/17/2023	8/16/2023	8/23/2023	8/31/2023
17	9/1/2023	9/15/2023	8/31/2023	9/1/2023	9/7/2023	9/15/2023
18	9/16/2023	9/30/2023	9/15/2023	9/18/2023	9/21/2023	9/29/2023
19	10/1/2023	10/15/2023	9/28/2023	10/2/2023	10/4/2023	10/13/2023
20	10/16/2023	10/31/2023	10/17/2023	10/16/2023	10/23/2023	10/31/2023
21	11/1/2023	11/15/2023	11/1/2023	11/1/2023	11/7/2023	11/15/2023
22	11/16/2023	11/30/2023	11/14/2023	11/16/2023	11/20/2023	11/30/2023
23	12/1/2023	12/15/2023	12/1/2023	12/1/2023	12/7/2023	12/15/2023
24	12/16/2023	12/31/2023	12/13/2023	12/18/2023	12/19/2023	12/29/2023

IMPORTANT NOTES:

1) How time is paid each semi-monthly pay cycle:

Salaried (Exempt) employees are paid to date- Example 1/13/23 pay date pays for time worked 1/1-1/15.

Hourly (Nonexempt) employees are paid regular wages to date, but overtime is paid one pay period in arrears- Example regular hours worked for 1/13/23 pay date covers time worked 1/1 thru 1/15, but overtime is paid from time worked 12/16/22-12/31/22.

P/T & Students are paid all hours 1 pay period behind- Example 1/13/23 pay date pays 12/16/22-12/31-22.

2) What is included in Payment Actions:

Payment Actions include everything that effects an employee's payroll- Examples: Overage Pay, Secondary Positions, Stipends, Promotions, etc.

3) When are other employee changes due to ensure timely processing in payroll?

Other employee changes such as changes to a position or termination employment should follow the Payment.