



2023 PAYROLL CALENDAR					
ETF Due to HR for Processing	Pay Period Starts	Pay Period Ends	Approvals Due	Payday	
	12/25/2022	1/7/2023	1/9/2023	1/13/2023	1
	1/8/2023	1/21/2023	1/23/2023	1/27/2023	2
1/11/2023	1/22/2023	2/4/2023	2/6/2023	2/10/2023	3
1/25/2023	2/5/2023	2/18/2023	2/20/2023	2/24/2023	4
2/8/2023	2/19/2023	3/4/2023	3/6/2023	3/10/2023	5
2/22/2023	3/5/2023	3/18/2023	3/20/2023	3/24/2023	6
3/8/2023	3/19/2023	4/1/2023	4/3/2023	4/7/2023	7
3/22/2023	4/2/2023	4/15/2023	4/17/2023	4/21/2023	8
4/5/2023	4/16/2023	4/29/2023	5/1/2023	5/5/2023	9
4/19/2023	4/30/2023	5/13/2023	5/15/2023	5/19/2023	10
5/3/2023	5/14/2023	5/27/2023	5/29/2023	6/2/2023	11
5/17/2023	5/28/2023	6/10/2023	6/12/2023	6/16/2023	12
5/31/2023	6/11/2023	6/24/2023	6/26/2023	6/30/2023	13
6/14/2023	6/25/2023	7/8/2023	7/10/2023	7/14/2023	14
6/28/2023	7/9/2023	7/22/2023	7/24/2023	7/28/2023	15
7/12/2023	7/23/2023	8/5/2023	8/7/2023	8/11/2023	16
7/26/2023	8/6/2023	8/19/2023	8/21/2023	8/25/2023	17
8/9/2023	8/20/2023	9/2/2023	9/4/2023	9/8/2023	18
8/23/2023	9/3/2023	9/16/2023	9/18/2023	9/22/2023	19
9/6/2023	9/17/2023	9/30/2023	10/2/2023	10/6/2023	20
9/20/2023	10/1/2023	10/14/2023	10/16/2023	10/20/2023	21
10/4/2023	10/15/2023	10/28/2023	10/30/2023	11/3/2023	22
10/18/2023	10/29/2023	11/11/2023	11/13/2023	11/17/2023	23
11/1/2023	11/12/2023	11/25/2023	11/27/2023	12/1/2023	24
11/15/2023	11/26/2023	12/9/2023	12/11/2023	12/15/2023	25
11/29/2023	12/10/2023	12/23/2023	12/21/2023	12/29/2023	26
<b>Employees must submit timecards to managers by 10:30 am</b> <b>Managers must approve timecards no later than 3:30 pm.</b>					
<b>2023 Holidays</b>					
1/2/2023	New Year's Day*				
1/16/2023	Martin's Luther King				
3/31/2023	Cesar Chavez Day				
5/29/2023	Memorial Day				
7/4/2023	Independence day				
9/4/2023	Labor Day				
11/10/2023	Veterans Day*				
11/23/2023	Thanksgiving Day				
11/24/2023	Foundation Paid Holiday				
12/22/2023	Foundation Paid Holiday				
12/25/2023	Christmas Holiday				
12/26/2023	Foundation Paid Holiday				
12/27/2023	Foundation Paid Holiday				
12/28/2023	Foundation Paid Holiday				
12/29/2023	Use Personal Holiday or Vacation				
* Holiday Observed					