



HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2022-2023

Reminder: It is very important that you follow this calendar closely to ensure that your time sheet is processed on time. Late time sheets will not be processed and it will result in a delay in receiving payment for that particular pay period. Please remember that a late time sheet does not guarantee a salary advance and you may have to wait for another two weeks to receive payment. The due dates may be subject to change.

	PAY PERIOD	TIME SHEETS DUE IN PAYROLL	STATE PAY DATE
09	06/05/22 - 06/18/22	* Tuesday, June 21, 2022	07/14/22
10	06/19/22 - 07/02/22	* Tuesday, July 5, 2022	07/28/22
11	07/03/22 - 07/16/22	Monday, July 18, 2022	08/11/22
12	07/17/22 - 07/30/22	Monday, August 1, 2022	08/25/22
13	07/31/22 - 08/13/22	Monday, August 15, 2022	09/08/22
14	08/14/22 - 08/27/22	Monday, August 29, 2022	09/22/22
15	08/28/22 - 09/10/22	Monday, September 12, 2022	10/06/22
16	09/11/22 - 09/24/22	Monday, September 26, 2022	10/20/22
17	09/25/22 - 10/08/22	* Tuesday, October 11, 2022	11/03/22
18	10/09/22 - 10/22/22	Monday, October 24, 2022	11/17/22
19	10/23/22 - 11/05/22	Monday, November 7, 2022	12/01/22
20	11/06/22 - 11/19/22	Monday, November 21, 2022	12/15/22
21	11/20/22 - 12/03/22	Monday, December 5, 2022	12/29/22
22	12/04/22 - 12/17/22	Monday, December 19, 2022	01/12/23
23	12/18/22 - 12/31/22	Monday, January 2, 2023	01/26/23
24	01/01/23 - 01/14/23	* Tuesday, January 17, 2023	02/09/23
25	01/15/23 - 01/28/23	Monday, January 30, 2023	02/23/23
26	01/29/23 - 02/11/23	* Tuesday, February 14, 2023	03/09/23
01	02/12/23 - 02/25/23	Monday, February 27, 2023	03/23/23
02	02/26/23 - 03/11/23	Monday, March 13, 2023	04/06/23
03	03/12/23 - 03/25/23	Monday, March 27, 2023	04/20/23
04	03/26/23 - 04/08/23	Monday, April 10, 2023	05/04/23
05	04/09/23 - 04/22/23	Monday, April 24, 2023	05/18/23
06	04/23/23 - 05/06/23	Monday, May 8, 2023	06/01/23
07	05/07/23 - 05/20/23	Monday, May 22, 2023	06/15/23
08	05/21/23 - 06/03/23	Monday, June 5, 2023	06/29/23
09	06/04/23 - 06/17/23	* Tuesday, June 20, 2023	07/13/23

*Changes due to Holidays.

NOTE: This schedule is subject to change based on the directives of the Office of the State Comptroller.