

2023 Payroll Schedule

				Paper Timesheets Due	Web Time Entry Information				
			Payroll Number		Employee		Approver		
Payroll Date	Pay Period				Timesheets Accessible on	Timesheet Must be Submitted By		Timesheets Must be Approved By	
	Start Date	End Date							
January 6, 2023	12/17/2022	12/30/2022	1	12/22/2022	12/17/2022	12/22/2022	10:00 AM	12/22/2022	2:00PM
January 20, 2023	12/31/2022	1/13/2023	2	1/13/2023	12/31/2022	1/16/2023	10:00 AM	1/16/2023	2:00PM
February 3, 2023	1/14/2023	1/27/2023	3	1/27/2023	1/14/2023	1/30/2023	10:00 AM	1/30/2023	2:00PM
February 17, 2023	1/28/2023	2/10/2023	4	2/10/2023	1/28/2023	2/13/2023	10:00 AM	2/13/2023	2:00PM
March 3, 2023	2/11/2023	2/24/2023	5	2/24/2023	2/11/2023	2/27/2023	10:00 AM	2/27/2023	2:00PM
March 17, 2023	2/25/2023	3/10/2023	6	3/10/2023	2/25/2023	3/13/2023	10:00 AM	3/13/2023	2:00PM
March 31, 2023	3/11/2023	3/24/2023	7	3/24/2023	3/11/2023	3/27/2023	10:00 AM	3/27/2023	2:00PM
April 14, 2023	3/25/2023	4/7/2023	8	4/7/2023	3/25/2023	4/10/2023	10:00 AM	4/10/2023	2:00PM
April 28, 2023	4/8/2023	4/21/2023	9	4/21/2023	4/8/2023	4/24/2023	10:00 AM	4/24/2023	2:00PM
May 12, 2023	4/22/2023	5/5/2023	10	5/5/2023	4/22/2023	5/8/2023	10:00 AM	5/8/2023	2:00PM
May 26, 2023	5/6/2023	5/19/2023	11	5/19/2023	5/6/2023	5/22/2023	10:00 AM	5/22/2023	2:00PM
June 9, 2023	5/20/2023	6/2/2023	12	6/2/2023	5/20/2023	6/5/2023	10:00 AM	6/5/2023	2:00PM
June 23, 2023	6/3/2023	6/16/2023	13	6/16/2023	6/3/2023	6/19/2023	10:00 AM	6/19/2023	2:00PM
July 7, 2023	6/17/2023	6/30/2023	14	6/30/2023	6/17/2023	7/3/2023	10:00 AM	7/3/2023	2:00PM
July 21, 2023	7/1/2023	7/14/2023	15	7/14/2023	7/1/2023	7/17/2023	10:00 AM	7/17/2023	2:00PM
August 4, 2023	7/15/2023	7/28/2023	16	7/28/2023	7/15/2023	7/31/2023	10:00 AM	7/31/2023	2:00PM
August 18, 2023	7/29/2023	8/11/2023	17	8/11/2023	7/29/2023	8/14/2023	10:00 AM	8/14/2023	2:00PM
September 1, 2023	8/12/2023	8/25/2023	18	8/25/2023	8/12/2023	8/28/2023	10:00 AM	8/28/2023	2:00PM
September 15, 2023	8/26/2023	9/8/2023	19	9/8/2023	8/26/2023	9/11/2023	10:00 AM	9/11/2023	2:00PM
September 29, 2023	9/9/2023	9/22/2023	20	9/22/2023	9/9/2023	9/25/2023	10:00 AM	9/25/2023	2:00PM
October 13, 2023	9/23/2023	10/6/2023	21	10/6/2023	9/23/2023	10/9/2023	10:00 AM	10/9/2023	2:00PM
October 27, 2023	10/7/2023	10/20/2023	22	10/20/2023	10/7/2023	10/23/2023	10:00 AM	10/23/2023	2:00PM
November 10, 2023	10/21/2023	11/3/2023	23	11/3/2023	10/21/2023	11/6/2023	10:00 AM	11/6/2023	2:00PM
November 24, 2023	11/4/2023	11/17/2023	24	11/17/2023	11/4/2023	11/20/2023	10:00 AM	11/20/2023	2:00PM
December 8, 2023	11/18/2023	12/1/2023	25	12/1/2023	11/18/2023	12/4/2023	10:00 AM	12/4/2023	2:00PM
December 22, 2023	12/2/2023	12/15/2023	26	12/15/2023	12/2/2023	12/18/2023	10:00 AM	12/18/2023	2:00PM

Timesheet due dates may periodically change. If this happens, employees and supervisors will be notified of the change.

Part-time Faculty please note: Stipends are divided equally over the number of payrolls remaining in the semester or the course.

2024 Payroll Schedule

Payroll Date		Pay Period Start Date End Date		Payroll Number	Paper Timesheets Due	Web Time Entry Information				Employee Able to View on WTE Until	Approver Until
						Employee		Approver			
						Timesheets Accessible on	Timesheet Must be Submitted By	Timesheets Must be Approved By			
January 5, 2024	12/16/2023	12/29/2023	1	12/20/2023	12/16/2023	12/21/2023	10:00 AM	12/21/2023	2:00PM	3/5/2024	3/5/2024
January 19, 2024	12/30/2023	1/12/2024	2	1/12/2024	12/30/2023	1/12/2024	10:00 AM	1/12/2024	2:00PM	3/19/2024	3/19/2024
February 2, 2024	1/13/2024	1/26/2024	3	1/26/2024	1/13/2024	1/29/2024	10:00 AM	1/29/2024	2:00PM	4/2/2024	4/2/2024
February 16, 2024	1/27/2024	2/9/2024	4	2/9/2024	1/27/2024	2/12/2024	10:00 AM	2/12/2024	2:00PM	4/16/2024	4/16/2024
March 1, 2024	2/10/2024	2/23/2024	5	2/23/2024	2/10/2024	2/26/2024	10:00 AM	2/26/2024	2:00PM	4/30/2024	4/30/2024
March 15, 2024	2/24/2024	3/8/2024	6	3/8/2024	2/24/2024	3/11/2024	10:00 AM	3/11/2024	2:00PM	5/14/2024	5/14/2024
March 29, 2024	3/9/2024	3/22/2024	7	3/22/2024	3/9/2024	3/25/2024	10:00 AM	3/25/2024	2:00PM	5/28/2024	5/28/2024
April 12, 2024	3/23/2024	4/5/2024	8	4/5/2024	3/23/2024	4/8/2024	10:00 AM	4/8/2024	2:00PM	6/11/2024	6/11/2024
April 26, 2024	4/6/2024	4/19/2024	9	4/19/2024	4/6/2024	4/22/2024	10:00 AM	4/22/2024	2:00PM	6/25/2024	6/25/2024
May 10, 2024	4/20/2024	5/3/2024	10	5/3/2024	4/20/2024	5/6/2024	10:00 AM	5/6/2024	2:00PM	7/9/2024	7/9/2024
May 24, 2024	5/4/2024	5/17/2024	11	5/17/2024	5/4/2024	5/20/2024	10:00 AM	5/20/2024	2:00PM	7/23/2024	7/23/2024
June 7, 2024	5/18/2024	5/31/2024	12	5/31/2024	5/18/2024	6/3/2024	10:00 AM	6/3/2024	2:00PM	8/6/2024	8/6/2024
June 21, 2024	6/1/2024	6/14/2024	13	6/14/2024	6/1/2024	6/17/2024	10:00 AM	6/17/2024	2:00PM	8/20/2024	8/20/2024
July 5, 2024	6/15/2024	6/28/2024	14	6/28/2024	6/15/2024	7/1/2024	10:00 AM	7/1/2024	2:00PM	9/3/2024	9/3/2024
July 19, 2024	6/29/2024	7/12/2024	15	7/12/2024	6/29/2024	7/15/2024	10:00 AM	7/15/2024	2:00PM	9/17/2024	9/17/2024
August 2, 2024	7/13/2024	7/26/2024	16	7/26/2024	7/13/2024	7/29/2024	10:00 AM	7/29/2024	2:00PM	10/1/2024	10/1/2024
August 16, 2024	7/27/2024	8/9/2024	17	8/9/2024	7/27/2024	8/12/2024	10:00 AM	8/12/2024	2:00PM	10/15/2024	10/15/2024
August 30, 2024	8/10/2024	8/23/2024	18	8/23/2024	8/10/2024	8/26/2024	10:00 AM	8/26/2024	2:00PM	10/29/2024	10/29/2024
September 13, 2024	8/24/2024	9/6/2024	19	9/6/2024	8/24/2024	9/9/2024	10:00 AM	9/9/2024	2:00PM	11/12/2024	11/12/2024
September 27, 2024	9/7/2024	9/20/2024	20	9/20/2024	9/7/2024	9/23/2024	10:00 AM	9/23/2024	2:00PM	11/26/2024	11/26/2024
October 11, 2024	9/21/2024	10/4/2024	21	10/4/2024	9/21/2024	10/7/2024	10:00 AM	10/7/2024	2:00PM	12/10/2024	12/10/2024
October 25, 2024	10/5/2024	10/18/2024	22	10/18/2024	10/5/2024	10/21/2024	10:00 AM	10/21/2024	2:00PM	12/24/2024	12/24/2024
November 8, 2024	10/19/2024	11/1/2024	23	11/1/2024	10/19/2024	11/4/2024	10:00 AM	11/4/2024	2:00PM	1/7/2025	1/7/2025
November 22, 2024	11/2/2024	11/15/2024	24	11/15/2024	11/2/2024	11/18/2024	10:00 AM	11/18/2024	2:00PM	1/21/2025	1/21/2025
December 6, 2024	11/16/2024	11/29/2024	25	11/29/2024	11/16/2024	12/2/2024	10:00 AM	12/2/2024	2:00PM	2/4/2025	2/4/2025
December 20, 2024	11/30/2024	12/13/2024	26	12/13/2024	11/30/2024	12/16/2024	10:00 AM	12/16/2024	2:00PM	2/18/2025	2/18/2025