

# APRIL 2023

## Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Supplemental*	3/16 - 3/31	Monday, April 3, 2023	4/10/2023
Semi-Monthly Salaried	4/1 - 4/15	Friday, April 7, 2023	4/17/2023
Hourly (ePAR)	3/16 - 3/31	Friday, April 7, 2023	4/17/2023
Off Cycle *	4/1 - 4/15	Monday, April 17, 2023	4/24/2023
Monthly Salaried	4/1 - 4/30	Thursday, April 20, 2023	5/1/2023
Stipend Payments	4/1 - 4/30	Thursday, April 20, 2023	5/1/2023
Semi-Monthly Salaried	4/16 - 4/30	Thursday, April 20, 2023	5/1/2023
Hourly (ePAR)	4/1 - 4/15	Thursday, April 20, 2023	5/1/2023

\*Excludes Hourly (ePAR), see Time and Labor Deadlines Below

## Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	3/1 - 3/15	Monday, March 20, 2023	4/3/2023
Supplemental*	3/1 - 3/15	Monday, April 3, 2023	4/10/2023
Regular Hourly	3/16 - 3/31	Friday, April 7, 2023	4/17/2023
Off Cycle*	3/16 - 3/31	Monday, April 17, 2023	4/24/2023
Regular Hourly	4/1 - 4/15	Thursday, April 20, 2023	5/1/2023

\*Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

*The hourly supplemental and off cycle will load any prior period approved time.*

## Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	4/1 - 4/30	Friday, May 5, 2023
Monthly & Semi Monthly	5/1 - 5/31	Monday, June 5, 2023

Deadline is for all time to be entered for salaried employees.

*\*The Supplemental and Off Cycle pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*

<b>Workdays in Month</b>	20	<b>Work Hours in Month</b>	160
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