

MAY 2023

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Supplemental*	4/16 - 4/30	Monday, May 1, 2023	5/8/2023
Semi-Monthly Salaried	5/1 - 5/15	Monday, May 8, 2023	5/15/2023
Hourly (ePAR)	4/16 - 4/30	Monday, May 8, 2023	5/15/2023
Off Cycle *	5/1 - 5/15	Monday, May 15, 2023	5/22/2023
Monthly Salaried	5/1 - 5/31	Friday, May 19, 2023	6/1/2023
Stipend Payments	5/1 - 5/31	Friday, May 19, 2023	6/1/2023
Semi-Monthly Salaried	5/16 - 5/31	Friday, May 19, 2023	6/1/2023
Hourly (ePAR)	5/1 - 5/15	Friday, May 19, 2023	6/1/2023

*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	4/1 - 4/15	Thursday, April 20, 2023	5/1/2023
Supplemental*	4/1 - 4/15	Monday, May 1, 2023	5/8/2023
Regular Hourly	4/16 - 4/30	Monday, May 8, 2023	5/15/2023
Off Cycle*	4/16 - 4/30	Monday, May 15, 2023	5/22/2023
Regular Hourly	5/1 - 5/15	Friday, May 19, 2023	6/1/2023

*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	5/1 - 5/31	Monday, June 5, 2023
Monthly & Semi Monthly	6/1 - 6/30	Wednesday, July 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.*

Workdays in Month	23	Work Hours in Month	184
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