



# End of Month (EM) Payroll Calendar

Administrators, Classified, Confidential, Faculty, Supervisors & POA Employees

## January - June 2023

Submit documents and timesheets to [Payroll.Services@wvm.edu](mailto:Payroll.Services@wvm.edu)

Late timesheets and documents will be reviewed for processing in the following pay period.

Timesheet Pay Period	EM Deadline	Payday	Pay Date
Dec 16 – Jan 15	01/18/2023	Tuesday	01/31/2023
* FC Payroll	N/A	Friday	02/10/2023
Jan 16 – Feb 15	02/16/2023	Tuesday	02/28/2023
Feb 16 – Mar 15	03/17/2023	Thursday	03/30/2023
Mar 16 – Apr 15	04/18/2023	Friday	04/28/2023
Apr 16 – May 15	05/17/2023	Wednesday	05/31/2023
May 16 – Jun 15	06/16/2023	Friday	06/30/2023
** Jun 16 – Jun 30	07/06/2023	Monday	07/31/2023
Jun 16 – Jul 15	07/18/2023	Monday	07/31/2023

\* FC Payroll is for Adjunct Faculty, Non-Credit Faculty, and Overload Contracts for Spring Semester 2023.

\*\* Jun 16 – Jun 30: Submit timesheets for June and prior periods to Payroll by July 6<sup>th</sup> for FY-End Accruals.

**EM Deadlines apply to the following payroll forms:** Timesheets, Stipends, Salary Reduction Forms, Federal & State Tax Forms, Direct Deposit Enrollment & Changes.