



Mid-Month (MM) Payroll Calendar

January – June 2023

Web Time Entry Employees Only

Student Workers & Classified PT Hourly Employees (NOEs)

Timesheet Pay Period	WTE Timesheet Deadline	Approval in SSB	Payday	Pay Date
Dec 01 – Dec 31	12/31/2022	01/04/2023	Friday	01/13/2023
Jan 01 – Jan 31	01/31/2023	02/02/2023	Wednesday	02/15/2023
Feb 01 – Feb 28	02/28/2023	03/02/2023	Wednesday	03/15/2023
Mar 01- Mar 31	03/31/2023	04/04/2023	Friday	04/14/2023
Apr 01 – Apr 30	04/30/2023	05/02/2023	Monday	05/15/2023
May 01 – May 31	05/31/2023	06/02/2023	Thursday	06/15/2023
Jun 01 – Jun 30	06/30/2023	07/05/2023	Friday	07/14/2023

Supervisors/Approvers:

- Direct all employees to submit their timesheets by the WTE deadlines listed above.
- Approve your employee’s WTE timesheets by the Approval in SSB deadline.

New employees: Complete and submit all New Hire documents to Human Resources.

Continuing employees: Complete and submit NOE/Contract revisions and extensions to Human Resources.

Documentation must be finalized and approved by HR before the employee starts (or continues) the job assignment.