

2023 HOURLY EMPLOYEE CALENDAR
For Pay Period Turn-In and Employee Pay Dates

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	20	X
22	🔔	🕒	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	X
19	🔔	🕒	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	X
26	🔔	🕒	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	21	X
23	🔔	🕒	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
			1	2	3	4
					\$	6
7	8	9	10	11	12	13
14	15	16	17	18	19	X
21	🌧️	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
						1
					\$	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	X
25	🌧️	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	21	X
23	🔔	🕒	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
					\$	5
6	7	8	9	10	11	12
13	14	15	16	17	18	X
20	🔔	🕒	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
						1
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	X
24	🔔	🕒	27	28	29	30

OCTOBER






S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	20	X
22	🔔	🕒	25	26	27	28
29	30	31				


NOVEMBER

S	M	T	W	T	F	S
				1	2	3
					\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	X
19	🌧️	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
						1
					\$	2
3	4	5	6	7	8	9
10	🌧️	12	13	14	15	16
17	18	19	20	21	22	X
24	25	26	27	28	29	30
31						

-  Hourly Employee Pay Day
-  Hourly Employee Cutoff Date
-  WTE Employee turn in by 12:00 p.m..
-  WTE Approver & all other Hourly Payroll information turn in by 9:00 a.m..
-  WTE Employee 9:00 a.m., WTE Approver & all other Hourly Payroll information 12:00 p.m..

 Early Turn in for January Payroll due to the Holiday Break (9:00 a.m.)
All dates and times are subject to change.