

Pay Processing Time Entry and Approval Cut Off Schedule 2023

Pay Day	Time Entry/ Approval Cut-off	Pay Period Begin and End Dates
06-Jan-23	20-Dec-22	17-Dec-22 – 30-Dec-22
20-Jan-23	13-Jan-23	31-Dec-22 – 13-Jan-23
03-Feb-23	27-Jan-23	14-Jan-23 – 27-Jan-23
17-Feb-23	10-Feb-23	28-Jan-23 – 10-Feb-23
03-Mar-23	24-Feb-23	11-Feb-23 – 24-Feb-23
17-Mar-23	10-Mar-23	25-Feb-23 – 10-Mar-23
31-Mar-23	24-Mar-23	11-Mar-23 – 24-Mar-23
14-Apr-23	5-Apr-23	25-Mar-23 – 7-Apr-23
28-Apr-23	21-Apr-23	8-Apr-23 – 21-Apr-23
12-May-23	5-May-23	22-Apr-23 – 5-May-23
26-May-23	18-May-23	6-May-23 – 19-May-23
09-Jun-23	2-Jun-23	20-May-23 – 2-Jun-23
23-Jun-23	16-Jun-23	3-Jun-23 – 16-Jun-23
07-Jul-23	29-Jun-23	17-Jun-23 – 30-Jun-23
21-Jul-23	14-Jul-23	1-Jul-23 – 14-Jul-23
04-Aug-23	28-Jul-23	15-Jul-23 – 28-Jul-23
18-Aug-23	11-Aug-23	29-Jul-23 – 11-Aug-23
01-Sep-23	25-Aug-23	12-Aug-23 – 25-Aug-23
15-Sep-23	8-Sep-23	26-Aug-23 – 8-Sep-23
29-Sep-23	22-Sep-23	9-Sep-23 – 22-Sep-23
13-Oct-23	5-Oct-23	23-Sep-23 – 6-Oct-23
27-Oct-23	20-Oct-23	7-Oct-23 – 20-Oct-23
10-Nov-23	3-Nov-23	21-Oct-23 – 3-Nov-23
24-Nov-23	17-Nov-23	4-Nov-23 – 17-Nov-23
08-Dec-23	1-Dec-23	18-Nov-23 – 1-Dec-23
22-Dec-23	13-Dec-23	2-Dec-23 – 15-Dec-23
05-Jan-24	19-Dec-23	16-Dec-23 – 29-Dec-23
19-Jan-24	12-Jan-24	30-Dec-23 – 12-Jan-24

- Time Entry to be completed by Noon on Cut Off Days
- Time Approvals to be completed by 4:00 pm on Cut Off Days

■ •Indicates Early Time Entry/Approval cut-off date due to Statutory Holidays & Mandatory Leave