

**2023 WORKDAY PAYROLL SCHEDULE FOR: Student Workers, Temporary Hourly,  
Intermittent Classified, Special Pay, Letter of Appointment Hourly**

<b>WORKDAY</b>			
<b>Pay Period Covered</b>	<b>Employee to Submit time to Supervisor no later than</b>	<b>Supervisor to approve no later than</b>	<b>Payday</b>
<b>12/16/22 – 12/31/22</b>	<b>1<sup>st</sup></b>	<b>Jan 03, 2023</b>	<b>01/10/23</b>
<b>01/01/23 – 01/15/23</b>	<b>16<sup>th</sup></b>	<b>Jan 18, 2023</b>	<b>01/25/23</b>
<b>01/16/23 – 01/31/23</b>	<b>1<sup>st</sup></b>	<b>Feb 03, 2023</b>	<b>02/10/23</b>
<b>02/01/23 – 02/15/23</b>	<b>16<sup>th</sup></b>	<b>Feb 17, 2023</b>	<b>02/24/23</b>
<b>02/16/23 – 02/28/23</b>	<b>1<sup>st</sup></b>	<b>Mar 03, 2023</b>	<b>03/10/23</b>
<b>03/01/23 – 03/15/23</b>	<b>16<sup>th</sup></b>	<b>Mar 17, 2023</b>	<b>03/24/23</b>
<b>03/16/23 – 03/31/23</b>	<b>1<sup>st</sup></b>	<b>Apr 03, 2023</b>	<b>04/10/23</b>
<b>04/01/23 – 04/15/23</b>	<b>16<sup>th</sup></b>	<b>Apr 18, 2023</b>	<b>04/25/23</b>
<b>04/16/23 – 04/30/23</b>	<b>1<sup>st</sup></b>	<b>May 03, 2023</b>	<b>05/10/23</b>
<b>05/01/23 – 05/15/23</b>	<b>16<sup>th</sup></b>	<b>May 18, 2023</b>	<b>05/25/23</b>
<b>05/16/23 – 05/31/23</b>	<b>1<sup>st</sup></b>	<b>Jun 02, 2023</b>	<b>06/09/23</b>
<b>06/01/23 - 06/15/23</b>	<b>16<sup>th</sup></b>	<b>Jun 16, 2023</b>	<b>06/23/23</b>
<b>06/16/23 – 06/30/23</b>	<b>1<sup>st</sup></b>	<b>July 03,2023</b>	<b>07/10/23</b>
<b>07/01/23 – 07/15/23</b>	<b>16<sup>th</sup></b>	<b>July 18, 2023</b>	<b>07/25/23</b>
<b>07/16/23 – 07/31/23</b>	<b>1<sup>st</sup></b>	<b>Aug 03, 2023</b>	<b>08/10/23</b>
<b>08/01/23 – 08/15/23</b>	<b>16<sup>th</sup></b>	<b>Aug 18, 2023</b>	<b>08/25/23</b>
<b>08/16/23 – 08/31/23</b>	<b>1<sup>st</sup></b>	<b>Sept 01, 2023</b>	<b>09/08/23</b>
<b>09/01/23 – 09/15/23</b>	<b>16<sup>th</sup></b>	<b>Sept 18,2023</b>	<b>09/25/23</b>
<b>09/16/23 – 09/30/23</b>	<b>1<sup>st</sup></b>	<b>Oct 03, 2023</b>	<b>10/09/23</b>
<b>10/01/23 – 10/15/23</b>	<b>16<sup>th</sup></b>	<b>Oct 18, 2023</b>	<b>10/25/23</b>
<b>10/16/23 – 10/31/23</b>	<b>1<sup>st</sup></b>	<b>Nov 02, 2023</b>	<b>11/10/23</b>
<b>11/01/23 – 11/15/23</b>	<b>16<sup>th</sup></b>	<b>Nov 16, 2023</b>	<b>11/22/23</b>
<b>11/16/23 – 11/30/23</b>	<b>1<sup>st</sup></b>	<b>Dec 04, 2023</b>	<b>12/08/23</b>
<b>12/01/23 – 12/15/23</b>	<b>16<sup>th</sup></b>	<b>Dec 18 2023</b>	<b>12/22/23</b>

Students will need to submit their time, no later than end of shift 11/15/23 to be included for 11/22/23 payment. Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.