

*Employees SUBMIT electronic timesheets on Pay Period End date\**

Month of Pay	Pay Period Begins - Ends	Paper Timesheet Payroll Office Deadline	Timecard Online Pay Period Closes	Pay Date
<b>Year-end accrual</b> (2201108)	<b>9/1/21- 8/31/22</b>	<b>9/6/22</b>	<b>9/9/22</b>	<b>9/16/22</b>
<b>September</b> (2201009)	9/1/22 - 9/3/22	9/6/22	9/9/22	<b>9/30/22</b>
<b>October</b> (2201010)	9/4/22 - 10/8/22	10/11/22	10/14/22	<b>10/31/22</b>
<b>November</b> (2201011)	10/9/22 - 11/5/22	11/8/22	11/11/22	<b>11/30/22</b>
<b>December</b> (2201012)	11/6/22 – 12/3/22	12/6/22	12/9/22	<b>12/30/22</b>
<b>January</b> (2301001)	12/4/22 - 1/7/23	1/10/23	1/13/23	<b>1/31/23</b>
<b>February</b> (2301002)	1/8/23 - 2/4/23	2/7/23	2/10/23	<b>2/28/23</b>
<b>March</b> (2301003)	2/5/23 - 3/11/23	3/14/23	3/17/23	<b>3/31/23</b>
<b>April</b> (2301004)	3/12/23 - 4/8/23	4/11/23	4/14/23	<b>4/28/23</b>
<b>May</b> (2301005)	4/9/23 - 5/6/23	5/9/23	5/12/23	<b>5/31/23</b>
<b>June</b> (2301006)	5/7/23 - 6/10/23	6/13/23	6/16/23	<b>6/30/23</b>
<b>July</b> (2301007)	6/11/23 – 6/22/23*	6/27/23	6/30/23	<b>7/31/23</b>
<b>July</b> (2301107)	6/23/23 – 7/1/23	7/5/23	7/7/23	<b>7/31/23</b>
<b>August</b> (2301008)	7/2/23 – 8/5/23	8/8/23	8/11/23	<b>8/31/23</b>

*\*school year employees submit electronic timecards on last day of school*