

2022-2023 Classified Hourly Pay Calendar

Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheets Due to Payroll Office	Pay Date
1	04/07/22	04/20/22	04/22/22	05/05/22
2	04/21/22	05/04/22	05/06/22	05/19/22
3	05/05/22	05/18/22	05/20/22	06/02/22
4	05/19/22	06/01/22	06/03/22	06/16/22
5	06/02/22	06/15/22	06/17/22	06/30/22
6	06/16/22	06/29/22	07/01/22	07/14/22
7	06/30/22	07/13/22	07/15/22	07/28/22
8	07/14/22	07/27/22	07/29/22	08/11/22
9	07/28/22	08/10/22	08/12/22	08/25/22
10	08/11/22	08/24/22	08/26/22	09/08/22
11	08/25/22	09/07/22	09/09/22	09/22/22
12	09/08/22	09/21/22	09/23/22	10/06/22
13	09/22/22	10/05/22	10/07/22	10/20/22
14	10/06/22	10/19/22	10/21/22	11/03/22
15	10/20/22	11/02/22	11/04/22	11/17/22
16	11/03/22	11/16/22	11/18/22	12/01/22
17	11/17/22	11/30/22	12/02/22	12/15/22
18	12/01/22	12/14/22	12/16/22	12/29/22
19	12/15/22	12/28/22	12/30/22	01/12/23
20	12/29/22	01/11/23	01/13/23	01/26/23
21	01/12/23	01/25/23	01/27/23	02/09/23
22	01/26/23	02/08/23	02/10/23	02/23/23
23	02/09/23	02/22/23	02/24/23	03/09/23
24	02/23/23	03/08/23	03/10/23	03/23/23
25	03/09/23	03/22/23	03/24/23	04/06/23
26	03/23/23	04/05/23	04/07/23	04/20/23

2022-2023 Pay Schedule - For Staff Appointed at an Hourly Rate

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis .

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Please forward all timesheets to your supervisor for approval.