



SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2023

This schedule covers ALL employees who are on the Semi-Monthly payroll.

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> DEADLINE: 11:59 PM	<u>APPROVALS DUE</u> DEADLINE: 11:59 PM	<u>PAYDAYS</u>
1	December 18 - 31, 2022	January 3, 2023	January 4, 2023	January 13, 2023
2	January 1 - 15, 2023	January 17, 2023	January 18, 2023	January 31, 2023
3	January 16 - 31, 2023	February 1, 2023	February 2, 2023	February 15, 2023
4	February 1 - 15, 2023	February 16, 2023	February 17, 2023	February 28, 2023
5	February 16 - 28, 2023	March 1, 2023	March 2, 2023	March 15, 2023
6	March 1 - 15, 2023	March 16, 2023	March 17, 2023	March 31, 2023
7	March 16 - 31, 2023	April 3, 2023	April 4, 2023,	April 14, 2023
8	April 1 - 15, 2023	April 17, 2023	April 18, 2023	April 28, 2023
9	April 16 - 30, 2023	May 1, 2023	May 2, 2023,	May 15, 2023
10	May 1 - 15, 2023	May 16, 2023	May 17, 2023	May 31, 2023

❖❖SPRING SEMESTER ENDS MAY 15, 2023❖❖

All jobs for student hourly, international and work-study employees will end on this day.
Work-study students may begin to earn their SUMMER award on May 16, 2023

TIMESHEET & APPROVAL REMINDERS: Can be downloaded from the [Student Employment Calendar](#)

PAY CHECK PICK-UP: Cashier's Office – Student Success Building- Room 150. Please bring photo ID.
Additional information on student employment can be found at: [Student Employment Portal](#)