



**NON-EXEMPT BI-WEEKLY PAYROLL CALENDAR  
 2022-2023**

Bi-Weekly Pay Date	Reporting Period	# of Paid Days 222 Staff	# of Paid Days 205 Staff	# of Paid Days 185 Staff	Time & Leave Entry Due by End of Day on:	Supervisor Approvals by:
July 22	July 1 - July 15	6	0	0	July 15	July 18
August 5	July 18 - July 29	10	0	0	July 29	August 1
August 19	August 1 - August 12	10	9	6	August 12	August 15
September 2	August 15 - August 26	10	10	10	August 26	August 29
September 16	August 29 - September 9	9	9	9	September 9	September 12
September 30	September 12 - September 23	10	10	10	September 23	September 26
October 14	September 26 - October 7	10	10	10	October 7	October 7
October 28	October 10 - October 21	5	5	5	October 21	October 24
November 10	October 24 - November 4	10	10	10	November 4	November 7
November 25	November 7 - November 18	9	9	9	November 18	November 18
December 9	November 21 - December 2	5	5	5	December 2	December 5
December 23	December 5 - December 16	10	10	10	December 16	December 16
January 6	<i>Winter Salary Reserve Distributed</i>					
January 20	January 2 - January 13	9	9	9	January 13	January 17
February 3	January 16 - January 27	9	9	9	January 27	January 30
February 16	January 30 - February 10	10	10	10	February 10	February 13
March 3	February 13 - February 24	8	8	8	February 24	February 27
March 17	February 27 - March 10	10	10	10	March 10	March 13
March 31	March 13 - March 24	10	10	10	March 24	March 27
April 14	March 27 - April 7	9	9	9	April 6	April 6
April 28	April 10 - April 21	5	5	5	April 21	April 24
May 12	April 24 - May 5	10	10	10	May 5	May 8
May 26	May 8 - May 19	10	10	10	May 19	May 22
June 9	May 22 - June 2	9	9	9	June 2	June 5
June 15	<i>Summer/Annual Salary Reserve Distributed</i>					
June 23	June 5 - June 16	10	10	2	June 16	June 19
July 7	June 19 - June 30	9	9	0	June 30	July 3