

**TO: All Employees**

**FROM: Dr. Vincent Solis**

**DATE: July 19, 2022**

**SUBJECT: Payroll Calendar – Fiscal Year 2023**

Payroll cutoff dates and payroll period dates will change for Fiscal Year 2023 due to reporting regulations. Please note that, for payroll purposes, the work week still runs from Saturday through Friday. **All timecards will run from the first day of the month through the end of the month and the cutoff dates for supervisors will be due on the first business day of the next month.** The payroll cutoff dates, payroll period dates and pay dates for Fiscal Year 2023 are recommended as follows:

<b>Month hours are worked</b>	<b>Payroll Period Dates for Employees</b>	<b>Due Dates for Supervisors</b>	<b>Pay Dates</b>
August	8/1/2022-8/31/2022	Thursday, 9/1/2022	Thursday, September 22, 2022
September	9/1/2022-9/30/2022	Monday, 10/3/2022	Friday, October 21, 2022
October	10/1/2022-10/31/2022	Tuesday, 11/1/2022	Monday, November 21, 2022
November	11/1/2022-11/30/2022	Thursday, 12/1/2022	Friday, December 16, 2022
December	12/1/2022-12/31/2022	Tuesday, 1/3/2023	Friday, January 20, 2023
January	1/1/2023-1/31/2023	Wednesday, 2/1/2023	Wednesday, February 22, 2023*
February	2/1/2023-2/28/2023	Wednesday, 3/1/2023	Wednesday, March 22, 2023
March	3/1/2023-3/31/2023	Monday, 4/3/2023	Friday, April 21, 2023
April	4/1/2023-4/30/2023	Monday, 5/1/2023	Monday, May 22, 2023
May	5/1/2023-5/31/2023	Thursday, 6/1/2023	Thursday, June 22, 2023
June	6/1/2023-6/30/2023	Monday, 7/3/2023	Friday, July 21, 2023
July	7/1/2023-7/31/2023	Tuesday, 8/1/2023	Tuesday, August 22, 2023
August	8/1/2023-8/31/2023	Friday, 9/1/2023	Friday, September 22, 2023

\***February 22<sup>nd</sup>** will be the first pay period in the **Spring Semester** for P/T teachers teaching semester length credit courses.



Dr. Vincent R. Solis  
President

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