

BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2023

Month	PAYPERIOD		CHANGES DUE BY	TIMECARDS DUE BY	PAYDAY	BW
	Begin	End	WEDNESDAY	MONDAY 9:00am	FRIDAY	
JAN	12/19/2022	1/1/2023	12/28/2022	1/2/2023	1/6/2023	1
	1/2/2023	1/15/2023	1/11/2023	1/16/2023	1/20/2023	2
FEB	1/16/2023	1/29/2023	1/25/2023	1/30/2023	2/3/2023	3
	1/30/2023	2/12/2023	2/8/2023	2/13/2023	2/17/2023	4
MAR	2/13/2023	2/26/2023	2/22/2023	2/27/2023	3/3/2023	5
	2/27/2023	3/12/2023	3/8/2023	3/13/2023	3/17/2023	6
APR	3/13/2023	3/26/2023	3/22/2023	3/27/2023	3/31/2023	7
	3/27/2023	4/9/2023	4/5/2023	4/10/2023	4/14/2023	8
MAY	4/10/2023	4/23/2023	4/19/2023	4/24/2023	4/28/2023	9
	4/24/2023	5/7/2023	5/3/2023	5/8/2023	5/12/2023	10
JUN	5/8/2023	5/21/2023	5/17/2023	5/22/2023	5/26/2023	11
	5/22/2023	6/4/2023	5/31/2023	6/5/2023	6/9/2023	12
	6/5/2023	6/18/2023	6/14/2023	6/19/2023	6/23/2023	13
JUL	6/19/2023	7/2/2023	6/28/2023	7/3/2023	7/7/2023	14
	7/3/2023	7/16/2023	7/12/2023	7/17/2023	7/21/2023	15
AUG	7/17/2023	7/30/2023	7/26/2023	7/31/2023	8/4/2023	16
	7/31/2023	8/13/2023	8/9/2023	8/14/2023	8/18/2023	17
SEPT	8/14/2023	8/27/2023	8/23/2023	8/28/2023	9/1/2023	18
	8/28/2023	9/10/2023	9/6/2023	9/11/2023	9/15/2023	19
OCT	9/11/2023	9/24/2023	9/20/2023	9/25/2023	9/29/2023	20
	9/25/2023	10/8/2023	10/4/2023	10/9/2023	10/13/2023	21
NOV	10/9/2023	10/22/2023	10/18/2023	10/23/2023	10/27/2023	22
	10/23/2023	11/5/2023	11/1/2023	11/6/2023	11/10/2023	23
DEC	11/6/2023	11/19/2023	11/15/2023	11/20/2023	11/24/2023	24
	11/20/2023	12/3/2023	11/29/2023	12/4/2023	12/8/2023	25
	12/4/2023	12/17/2023	12/13/2023	12/18/2023	12/22/2023	26

PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

**TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!
ALL TIMECARDS MUST BE FILLED OUT IN INK AND HAVE A SUPERVISOR'S SIGNATURE!!!!**