

2023 Hourly Pay Schedule/Holiday Schedule

The holiday schedule for 2023 is included on the reverse side of this memo.

<u>Time Sheet Due</u>	<u>Pay Period</u>	<u>Pay Date</u>
1/3/2023	12/19/22 - 01/01/23	1/11/2023
1/13/2023	01/02/23 - 01/15/23	1/25/2023
1/30/2023	01/16/23 - 01/29/23	2/8/2023
2/13/2023	01/30/23 - 02/12/23	2/22/2023
2/27/2023	02/13/23 - 02/26/23	3/8/2023
3/13/2023	02/27/23 - 03/12/23	3/22/2023
3/27/2023	03/13/23 - 03/26/23	4/5/2023
4/6/2023	03/27/23 - 04/09/23	4/19/2023
4/24/2023	04/10/23 - 04/23/23	5/3/2023
5/8/2023	04/24/23 - 05/07/23	5/17/2023
5/22/2023	05/08/23 - 05/21/23	5/31/2023
6/5/2023	05/22/23 - 06/04/23	6/14/2023
6/16/2022	06/05/23 - 06/18/23	6/28/2023
7/3/2023	06/19/23 - 07/02/23	7/12/2023
7/17/2023	07/03/23 - 07/16/23	7/26/2023
7/31/2023	07/17/23 - 07/30/23	8/9/2023
8/14/2023	07/31/23 - 08/13/23	8/23/2023
8/28/2023	08/14/23 - 08/27/23	9/6/2023
9/11/2023	08/28/23 - 09/10/23	9/20/2023
9/25/2023	09/11/23 - 09/24/23	10/4/2023
10/9/2023	09/25/23 - 10/08/23	10/18/2023
10/23/2023	10/09/23 - 10/22/23	11/1/2023
11/6/2023	10/23/23 - 11/05/23	11/15/2023
11/17/2023	11/06/23 - 11/19/23	11/29/2023
12/4/2023	11/20/23 - 12/03/23	12/13/2023
12/18/2023	12/04/23 - 12/17/23	12/27/2028

NOTE: Time sheets are due by NOON to be processed for the next payday. The underlined dates above indicate that time sheets are due early. Timesheets submitted early should reflect estimates of time worked or benefit time to be taken. Adjustments to these estimates will be processed in the next pay period.

In months, which contain three paydays, medical and dental deductions will be withheld on the first two paydays. Paychecks may be retrieved in person between 8:00 a.m. and 4:30 p.m. at the Payroll Department, which is located on the fourth floor of Saint Joseph Hall. Checks that are not retrieved by Friday morning are automatically mailed to the address on file.

The following are the 13.5 scheduled holidays for the 2023 calendar year:

New Year's Day	January 2	Monday
Martin Luther King, Jr. Day	January 16	Monday
Good Friday	April 7	Friday
Day after Easter	April 10	Monday
Memorial Day	May 29	Monday
Juneteenth	June 19	Monday
Independence Day	July 4	Tuesday
Labor Day	September 4	Monday
½ Day before Thanksgiving	November 22	Wednesday
Thanksgiving Day	November 23	Thursday
Day after Thanksgiving	November 24	Friday
Christmas Eve	December 22	Friday
Christmas	December 25	Monday
Day after Christmas	December 26	Tuesday

In addition to the scheduled holidays, administrators and staff employees earn two floating holidays per fiscal year.

If you have any questions regarding this schedule, please feel free to contact the Human Resources Department at ext. 5138.