

## Workday Period Schedule - Bi-Weekly Salaried Jobs

This bi-weekly pay schedule should be used when processing payments to Academic, Executive, Management, Professional and Excluded staff only.

\*\* When long weekends and Summer Friday's are in effect, time tracking lock and deadline dates must be advanced by the corresponding number of days.

Pay Period Start Date	Pay Period End Date	Time Tracking Entry Open Date for this pay period <sup>1</sup>	Time Tracking Entry Lock Date for this pay period <sup>2</sup>	Deadline Date Approved/Completed Business Process <sup>3</sup> Requests that impact Payroll	Pay Period Payment Date	Pay Period ID	Comment
1-Jan-2023	14-Jan-2023	27-Dec-2022	5-Jan-2023	5-Jan-2023	Friday, January 13, 2023	B0-01	
15-Jan-2023	28-Jan-2023	10-Jan-2023	19-Jan-2023	19-Jan-2023	Friday, January 27, 2023	B0-02	
29-Jan-2023	11-Feb-2023	24-Jan-2023	2-Feb-2023	2-Feb-2023	Friday, February 10, 2023	B0-03	
12-Feb-2023	25-Feb-2023	7-Feb-2023	16-Feb-2023	16-Feb-2023	Friday, February 24, 2023	B0-04	
26-Feb-2023	11-Mar-2023	21-Feb-2023	2-Mar-2023	2-Mar-2023	Friday, March 10, 2023	B0-05	
12-Mar-2023	25-Mar-2023	7-Mar-2023	16-Mar-2023	16-Mar-2023	Friday, March 24, 2023	B0-06	
26-Mar-2023	8-Apr-2023	21-Mar-2023	29-Mar-2023	29-Mar-2023	Thursday, April 6, 2023	B0-07	Note: Lock and deadline dates advanced due to Statutory Holiday
9-Apr-2023	22-Apr-2023	4-Apr-2023	13-Apr-2023	13-Apr-2023	Friday, April 21, 2023	B0-08	
23-Apr-2023	6-May-2023	18-Apr-2023	27-Apr-2023	27-Apr-2023	Friday, May 5, 2023	B0-09	
7-May-2023	20-May-2023	2-May-2023	11-May-2023	11-May-2023	Friday, May 19, 2023	B0-10	
21-May-2023	3-Jun-2023	16-May-2023	25-May-2023	25-May-2023	Friday, June 2, 2023	B0-11	
4-Jun-2023	17-Jun-2023	30-May-2023	8-Jun-2023	8-Jun-2023	Friday, June 16, 2023	B0-12	
18-Jun-2023	1-Jul-2023	13-Jun-2023	20-Jun-2023	20-Jun-2023	Friday, June 30, 2023	B0-13	Note: Lock and deadline dates advanced due to Statutory Holiday
2-Jul-2023	15-Jul-2023	27-Jun-2023	5-Jul-2023	5-Jul-2023	Friday, July 14, 2023	B0-14	
16-Jul-2023	29-Jul-2023	11-Jul-2023	19-Jul-2023	19-Jul-2023	Friday, July 28, 2023	B0-15	
30-Jul-2023	12-Aug-2023	25-Jul-2023	2-Aug-2023	2-Aug-2023	Friday, August 11, 2023	B0-16	
13-Aug-2023	26-Aug-2023	8-Aug-2023	16-Aug-2023	16-Aug-2023	Friday, August 25, 2023	B0-17	
27-Aug-2023	9-Sep-2023	22-Aug-2023	30-Aug-2023	30-Aug-2023	Friday, September 8, 2023	B0-18	Note: Lock and deadline dates advanced due to Statutory Holiday
10-Sep-2023	23-Sep-2023	5-Sep-2023	14-Sep-2023	14-Sep-2023	Friday, September 22, 2023	B0-19	
24-Sep-2023	7-Oct-2023	19-Sep-2023	28-Sep-2023	28-Sep-2023	Friday, October 6, 2023	B0-20	
8-Oct-2023	21-Oct-2023	3-Oct-2023	12-Oct-2023	12-Oct-2023	Friday, October 20, 2023	B0-21	
22-Oct-2023	4-Nov-2023	17-Oct-2023	26-Oct-2023	26-Oct-2023	Friday, November 3, 2023	B0-22	
5-Nov-2023	18-Nov-2023	31-Oct-2023	9-Nov-2023	9-Nov-2023	Friday, November 17, 2023	B0-23	
19-Nov-2023	2-Dec-2023	14-Nov-2023	23-Nov-2023	23-Nov-2023	Friday, December 1, 2023	B0-24	
3-Dec-2023	16-Dec-2023	28-Nov-2023	5-Dec-2023	5-Dec-2023	Friday, December 15, 2023	B0-25	Note: Lock and deadline dates advanced due to Statutory Holiday
17-Dec-2023	30-Dec-2023	12-Dec-2023	14-Dec-2023	14-Dec-2023	Friday, December 29, 2023	B0-26	Note: Lock and deadline dates advanced due to Statutory Holiday

<sup>1</sup> Time Tracking Entry opens at midnight

<sup>2</sup> Time Tracking Entry locks at end of day (11:59 pm) and prohibits further entry for the given pay period.

<sup>3</sup> Includes approved hires, terminations, costing allocation changes, leaves of absence, compensation changes, one-time payments etc.