

## Workday Period Schedule - Bi-Weekly Hourly Jobs

This schedule should be used when processing payments for the following groups: AMUSE, AMURE, AGSEM, MUNACA, SEU and all other casual groups.

\*\* 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   |
|-----------------------|---------------------|--|--|---|------------------------------|---------------|---|
| 11-Dec-2022           | 24-Dec-2022         | 10-Dec-2022  | 20-Dec-2022  | 20-Dec-2022   | Thursday, January 5, 2023    | B2-01         | Note: Lock and deadline advanced due to Xmas Holidays           |
| 25-Dec-2022           | 7-Jan-2023          | 24-Dec-2022  | 11-Jan-2023  | 11-Jan-2023   | Thursday, January 19, 2023   | B2-02         |   |
| 8-Jan-2023            | 21-Jan-2023         | 7-Jan-2023   | 25-Jan-2023  | 25-Jan-2023   | Thursday, February 2, 2023   | B2-03         |   |
| 22-Jan-2023           | 4-Feb-2023          | 21-Jan-2023  | 8-Feb-2023   | 8-Feb-2023  | Thursday, February 16, 2023  | B2-04         |   |
| 5-Feb-2023            | 18-Feb-2023         | 4-Feb-2023   | 22-Feb-2023  | 22-Feb-2023   | Thursday, March 2, 2023      | B2-05         |   |
| 19-Feb-2023           | 4-Mar-2023          | 18-Feb-2023  | 8-Mar-2023   | 8-Mar-2023  | Thursday, March 16, 2023     | B2-06         |   |
| 5-Mar-2023            | 18-Mar-2023         | 4-Mar-2023   | 22-Mar-2023  | 22-Mar-2023   | Thursday, March 30, 2023     | B2-07         |   |
| 19-Mar-2023           | 1-Apr-2023          | 18-Mar-2023  | 4-Apr-2023   | 4-Apr-2023  | Thursday, April 13, 2023     | B2-08         | Note: Lock and deadline dates advanced due to Statutory Holiday |
| 2-Apr-2023            | 15-Apr-2023         | 1-Apr-2023   | 19-Apr-2023  | 19-Apr-2023   | Thursday, April 27, 2023     | B2-09         |   |
| 16-Apr-2023           | 29-Apr-2023         | 15-Apr-2023  | 3-May-2023   | 3-May-2023  | Thursday, May 11, 2023       | B2-10         |   |
| 30-Apr-2023           | 13-May-2023         | 29-Apr-2023  | 17-May-2023  | 17-May-2023   | Thursday, May 25, 2023       | B2-11         |   |
| 14-May-2023           | 27-May-2023         | 13-May-2023  | 31-May-2023  | 31-May-2023   | Thursday, June 8, 2023       | B2-12         |   |
| 28-May-2023           | 10-Jun-2023         | 27-May-2023  | 14-Jun-2023  | 14-Jun-2023   | Thursday, June 22, 2023      | B2-13         |   |
| 11-Jun-2023           | 24-Jun-2023         | 10-Jun-2023  | 27-Jun-2023  | 27-Jun-2023   | Thursday, July 6, 2023       | B2-14         | Note: Lock and deadline dates advanced due to Statutory Holiday |
| 25-Jun-2023           | 8-Jul-2023          | 24-Jun-2023  | 12-Jul-2023  | 12-Jul-2023   | Thursday, July 20, 2023      | B2-15         |   |
| 9-Jul-2023            | 22-Jul-2023         | 8-Jul-2023   | 26-Jul-2023  | 26-Jul-2023   | Thursday, August 3, 2023     | B2-16         |   |
| 23-Jul-2023           | 5-Aug-2023          | 22-Jul-2023  | 9-Aug-2023   | 9-Aug-2023  | Thursday, August 17, 2023    | B2-17         |   |
| 6-Aug-2023            | 19-Aug-2023         | 5-Aug-2023   | 23-Aug-2023  | 23-Aug-2023   | Thursday, August 31, 2023    | B2-18         |   |
| 20-Aug-2023           | 2-Sep-2023          | 19-Aug-2023  | 6-Sep-2023   | 6-Sep-2023  | Thursday, September 14, 2023 | B2-19         |   |
| 3-Sep-2023            | 16-Sep-2023         | 2-Sep-2023   | 20-Sep-2023  | 20-Sep-2023   | Thursday, September 28, 2023 | B2-20         |   |
| 17-Sep-2023           | 30-Sep-2023         | 16-Sep-2023  | 4-Oct-2023   | 4-Oct-2023  | Thursday, October 12, 2023   | B2-21         |   |
| 1-Oct-2023            | 14-Oct-2023         | 30-Sep-2023  | 18-Oct-2023  | 18-Oct-2023   | Thursday, October 26, 2023   | B2-22         |   |
| 15-Oct-2023           | 28-Oct-2023         | 14-Oct-2023  | 1-Nov-2023   | 1-Nov-2023  | Thursday, November 9, 2023   | B2-23         |   |
| 29-Oct-2023           | 11-Nov-2023         | 28-Oct-2023  | 15-Nov-2023  | 15-Nov-2023   | Thursday, November 23, 2023  | B2-24         |   |
| 12-Nov-2023           | 25-Nov-2023         | 11-Nov-2023  | 29-Nov-2023  | 29-Nov-2023   | Thursday, December 7, 2023   | B2-25         |   |
| 26-Nov-2023           | 9-Dec-2023          | 25-Nov-2023  | 11-Dec-2023  | 11-Dec-2023   | Thursday, December 21, 2023  | B2-26         | Note: Lock and deadline advanced due to Xmas Holidays           |

<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.