

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 ¹	Time Tracking Entry Lock Date for this pay period ²	Deadline Date Approved/Completed Business Process ³ 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

¹ Time Tracking Entry opens at midnight

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

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