

**Personnel Action Deadline and Payroll Calendar  
Calendar Year 2023 (January - June)**

*Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.*

*Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.*

**Non-Exempt (Bi-weekly paid)**

| Non-Exempt ePAR Deadline              | Beginning of Pay Period | End of Pay Period | Time & Absence Approval Deadline | Non-Exempt Pay Day | Benefit Deduction | Additional Information                                |
|---------------------------------------|-------------------------|-------------------|----------------------------------|--------------------|-------------------|---|
| <b>January 2023 through June 2023</b> |                         |                   |                                  |                    |                   |   |
| 12/20/22                              | 12/11/22                | 12/24/22          | 12/22/22 by 9 am                 | 12/30/22           | N/A               | 3rd Biweekly Pay Run/ Early Processing Due to Holiday |
| 01/03/23                              | 12/25/22                | 01/07/23          | 01/09/23 by 9 am                 | 01/13/23           | 1st               |   |
| 01/17/23                              | 01/08/23                | 01/21/23          | 01/23/23 by 9 am                 | 01/27/23           | 2nd               |   |
| 01/31/23                              | 01/22/23                | 02/04/23          | 02/06/23 by 9 am                 | 02/10/23           | 1st               |   |
| 02/14/23                              | 02/05/23                | 02/18/23          | 02/20/23 by 9 am                 | 02/24/23           | 2nd               |   |
| 02/28/23                              | 02/19/23                | 03/04/23          | 03/06/23 by 9 am                 | 03/10/23           | 1st               |   |
| 03/14/23                              | 03/05/23                | 03/18/23          | 03/20/23 by 9 am                 | 03/24/23           | 2nd               |   |
| 03/28/23                              | 03/19/23                | 04/01/23          | 04/03/23 by 9 am                 | 04/07/23           | 1st               |   |
| 04/11/23                              | 04/02/23                | 04/15/23          | 04/17/23 by 9 am                 | 04/21/23           | 2nd               |   |
| 04/25/23                              | 04/16/23                | 04/29/23          | 05/01/23 by 9 am                 | 05/05/23           | 1st               |   |
| 05/09/23                              | 04/30/23                | 05/13/23          | 05/15/23 by 9 am                 | 05/19/23           | 2nd               |   |
| 05/23/23                              | 05/14/23                | 05/27/23          | 05/26/23 by 9 am                 | 06/02/23           | 1st               | Early Processing Due to Holiday                       |
| 06/06/23                              | 05/28/23                | 06/10/23          | 06/12/23 by 9 am                 | 06/16/23           | 2nd               |   |
| 06/20/23                              | 06/11/23                | 06/24/23          | 06/26/23 by 9 am                 | 06/30/23           | N/A               | 3rd Biweekly Pay Run                                  |
| 07/04/23                              | 06/25/23                | 07/08/23          | 07/10/23 by 9 am                 | 07/14/23           | 1st               |   |

**All transactions are subject to the ePAR Deadlines - including funding changes.**

**Exempt (Monthly paid)**

| Exempt ePAR Deadline                  | Beginning of Pay Period | End of Pay Period | Exempt Absences Deadline to Approve in Time & Absence | Exempt Pay Day | Additional Information |
|---------------------------------------|-------------------------|-------------------|---|----------------|------------------------|
| <b>January 2023 through June 2023</b> |                         |                   |   |                |                        |
| 01/12/23                              | 01/01/23                | 01/31/23          | 01/19/23 by 9 am                                      | 01/31/23       |                        |
| 02/09/23                              | 02/01/23                | 02/28/23          | 02/16/23 by 9 am                                      | 02/28/23       |                        |
| 03/16/23                              | 03/01/23                | 03/31/23          | 03/27/23 by 9 am                                      | 03/31/23       |                        |
| 04/13/23                              | 04/01/23                | 04/30/23          | 04/24/23 by 9 am                                      | 04/28/23       |                        |
| 05/18/23                              | 05/01/23                | 05/31/23          | 05/24/23 by 9 am                                      | 05/31/23       |                        |
| 06/15/23                              | 06/01/23                | 06/30/23          | 06/22/23 by 9 am                                      | 06/30/23       |                        |

**All transactions are subject to the ePAR Deadlines - including funding changes.**