

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2023 (July - December)**

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 |
|--|-------------------------|-------------------|----------------------------------|--------------------|-------------------|--|
| July 2023 through December 2023 | | | | | | |
| 07/04/23 | 06/25/23 | 07/08/23 | 07/10/23 by 9 am | 07/14/23 | 1st | |
| 07/18/23 | 07/09/23 | 07/22/23 | 07/24/23 by 9 am | 07/28/23 | 2nd | |
| 08/01/23 | 07/23/23 | 08/05/23 | 08/07/23 by 9 am | 08/11/23 | 1st | |
| 08/15/23 | 08/06/23 | 08/19/23 | 08/21/23 by 9 am | 08/25/23 | 2nd | |
| 08/29/23 | 08/20/23 | 09/02/23 | 09/01/23 by 9 am | 09/08/23 | 1st | Early Processing Due to Holiday |
| 09/12/23 | 09/03/23 | 09/16/23 | 09/18/23 by 9 am | 09/22/23 | 2nd | |
| 09/26/23 | 09/17/23 | 09/30/23 | 10/02/23 by 9 am | 10/06/23 | 1st | |
| 10/10/23 | 10/01/23 | 10/14/23 | 10/16/23 by 9 am | 10/20/23 | 2nd | |
| 10/24/23 | 10/15/23 | 10/28/23 | 10/30/23 by 9 am | 11/03/23 | 1st | |
| 11/07/23 | 10/29/23 | 11/11/23 | 11/13/23 by 9 am | 11/17/23 | 2nd | |
| 11/21/23 | 11/12/23 | 11/25/23 | 11/27/23 by 9 am | 12/01/23 | 1st | |
| 12/05/23 | 11/26/23 | 12/09/23 | 12/11/23 by 9 am | 12/15/23 | 2nd | |
| 12/19/23 | 12/10/23 | 12/23/23 | 12/21/23 by 9 am | 12/29/23 | N/A | 3rd Biweekly Pay Run/Early Processing Due to Holiday |

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 |
|--|-------------------------|-------------------|---|----------------|------------------------|
| July 2023 through December 2023 | | | | | |
| 07/13/23 | 07/01/23 | 07/31/23 | 07/20/23 by 9 am | 07/31/23 | |
| 08/17/23 | 08/01/23 | 08/31/23 | 08/25/23 by 9 am | 08/31/23 | |
| 09/14/23 | 09/01/23 | 09/30/23 | 09/25/23 by 9 am | 09/29/23 | |
| 10/18/23 | 10/01/23 | 10/31/23 | 10/25/23 by 9 am | 10/31/23 | |
| 11/15/23 | 11/01/23 | 11/30/23 | 11/21/23 by 9 am | 11/30/23 | |
| 12/12/23 | 12/01/23 | 12/31/23 | 12/19/23 by 9 am | 12/29/23 | |

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