

# 2023



## University Payroll Schedule

# 2023 Payroll Schedule

### Legend

#### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

#### Monthly

-  Monthly Payday
-  Payroll Complete

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1 New Year's Day	2 New Year's Day Observed	3	4 ①	5 ②	6 Approval Deadline 6am ▲	7
8	9 Spring Semester Classes Begin ★	10	11 \$ BW01	12	13	14
15	16 Martin Luther King Jr. Day USC Holiday	17	18 ②	19 ③	20 Approval Deadline 6am ▲	21
22	23 ★ ★	24	25 \$ BW02	26 \$ \$ MO01	27	28
29	30	31				

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23 \$	24
25	26	27	28 \$	29	30	31

# JANUARY 2023

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 \$	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28				

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 ● <sup>3</sup>	2 ● <sup>4</sup>	3 Approval Deadline 6am ▲	4
5	6 ★ <sup>3</sup>	7	8 \$ BW03	9	10	11
12	13	14	15 ● <sup>4</sup>	16 ● <sup>5</sup>	17 Approval Deadline 6am ★ <sup>4</sup> ▲	18
19	20 Presidents' Day USC Holiday	21 ★ <sup>2</sup>	22 \$ BW04	23	24 \$ ● \$ MO02	25
26	27	28				

## Legend

### Biweekly

-  Biweekly Payday
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-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24	25 \$	26 \$	27	28
29	30	31				

# FEBRUARY 2023

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 \$	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23 \$	24 \$	25
26	27	28	29	30	31	

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 5	2 6	3 Approval Deadline 6am ▲	4
5	6 ★5	7	8 \$ BW05	9	10	11
12 Daylight Saving Time Begins "Spring Forward"	13	14	15 6	16 7	17 Approval Deadline 6am ▲	18
19	20 ★6	21 ★3	22 \$ BW06	23	24 \$ ● \$ MO03	25
26	27	28	29 7	30 8	31 Approval Deadline 6am ▲	

## Legend

### Biweekly

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### Monthly

-  Monthly Payday
-  Payroll Complete

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28				

# MARCH 2023

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	29
30						

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$ BW07	6	7	8
9	10 ★	11	12 8	13 9	14 Approval Deadline 6am ▲	15
16	17 ★	18	19 \$ BW08	20	21 ★	22
23 30	24	25	26 \$ MO04 9	27 10	28 Spring Approval Semester Deadline Classes 6am ▲ End	29

## Legend

### Biweekly

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### Monthly

-  Monthly Payday
-  Payroll Complete

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 \$	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28	29	30	31	

# APRIL 2023

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 \$	27
28	29	30	31 \$			

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$ BW09	4	5	6
7	8 ★	9	10 10	11 11	12 Approval Deadline 6am ▲	13
14	15 ★	16	17 \$ Summer Semester Classes Begin BW10	18	19	20
21	22 ★	23	24 11	25 12	26 Approval Deadline 6am ▲ MO05 ★	27
28	29 Memorial Day USC Holiday	30	31 \$ BW11			

## Legend

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### Monthly

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## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	29
30						

# MAY 2023

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23	24
25	26 \$	27	28 \$	29	30	

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 (black octagon) on Wed 7  
 13 (black circle) on Thu 8  
 12 (black star) on Mon 12  
 \$ BW12 (black dollar sign) on Wed 14  
 6 (red star) on Wed 21  
 13 (black octagon) on Wed 21  
 14 (black circle) on Thu 22  
 MO06 (red box with dollar signs) on Mon 26  
 13 (black star) on Mon 26  
 \$ BW13 (black dollar sign) on Wed 28  
 Approval Deadline 6am (black triangle) on Fri 16  
 Approval Deadline 6am (black triangle) on Fri 23  
 Juneteenth Bank Holiday (text) on Mon 19

### MAY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\$ (black dollar sign) on Wed 4  
 \$ (black dollar sign) on Wed 17  
 \$ (black dollar sign) on Fri 26

# JUNE 2023

### JULY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

\$ (black dollar sign) on Wed 12  
 \$ (black dollar sign) on Wed 19  
 \$ (black dollar sign) on Fri 26

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# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Independence Day Observed	4 Independence Day USC Holiday	5 14	6 15	7 Approval Deadline 6am ▲	8
9	10 ★ 14	11	12 \$ BW14	13	14	15
16	17	18	19 15	20 ★ 16	21 Approval Deadline 6am ▲	22
23 30	24 ★ 15 31	25	26 \$ \$ MO07 BW15	27	28	29

## Legend

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## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23	24
25	26 🇯🇵	27 \$	28	29	30	

# JULY 2023

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	7	8	9 \$	10	11	12
13	14	15	16	17	18	19
20	21	22	23 \$	24	25 🇯🇵	26
27	28	29	30	31		

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
			16	17	Approval Deadline 6am ▲	
6	7	8	9	10	11	12
	16★	Summer Semester Classes End	\$ BW16			
13	14	15	16	17	18	19
			17	18	Approval Deadline 6am ▲	
20	21	22	23	24	25	26
	Fall Semester Classes Begin 17★	8★	\$ BW17		\$ \$ MO08	
27	28	29	30	31		
			18	19		

## Legend

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### Monthly

-  Monthly Payday
-  Payroll Complete

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	\$				

# AUGUST 2023

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		\$				

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Approval Deadline 6am 	2
3	4 Labor Day USC Holiday	5	6 \$ BW18	7	8	9
10	11	12	13 	14 	15 Approval Deadline 6am 	16
17	18 	19	20 \$ BW19	21 	22	23
24	25	26  MO09	27 	28 	29 Approval Deadline 6am 	30

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### Monthly

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## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9 \$	10	11	12
13	14	15	16	17	18	19
20	21	22	23 \$	24	25 	26
27	28	29	30	31		

# SEPTEMBER 2023

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 \$	5	6	7
8	9	10	11	12	13	14
15	16	17	18 \$	19	20	21
22	23	24	25 	26	27	28
29	30	31				

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 \$ BW20	5	6	7
8	9 Columbus Day Bank Holiday	10	11	12	13 Approval Deadline 6am ▲	14
15	16	17	18 \$ BW21	19	20	21
22	23	24	25	26 \$ ● \$ MO10 ● 23	27 Approval Deadline 6am ▲	28
29	30	31				

## Legend

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### Monthly

-  Monthly Payday
-  Payroll Complete

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# OCTOBER 2023

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$ BW22	2	3	4
5 Daylight Saving Time Ends "Fall Back"	6	7	8 23	9 24	10 Approval Deadline 6am ▲	11 Veterans Day
12	13 ★ 23	14	15 \$ BW23	16	17 ★	18
19	20	21	22 \$ \$ MO11 24	23 Thanksgiving USC Holiday	24 Thanksgiving USC Holiday Approval Deadline 6am ▲	25
26	27 ★ 24	28	29 \$ BW24	30		

## Legend

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### Monthly

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-  Payroll Complete

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 \$	5	6	7
8	9	10	11	12	13	14
15	16	17	18 \$	19	20	21
22	23	24	25	26 \$	27	28
29	30	31				

# NOVEMBER 2023

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13 \$	14	15	16
17	18	19	20	21	22 \$	23
24	25	26	27	28	29	30
31						

# 2023 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Fall Semester Classes End	2
3	4	5	6 25	7 26	8 Approval Deadline 6am ▲	9
10	11 ★ 25	12	13 \$ BW25	14	15	16
17	18	19 ★ 12	20 26	21 I	22 Approval Deadline 6am ▲ MO12 ★ 26	23
24 31	25 Christmas Day USC Holiday	26 Winter Recess	27 Winter Recess \$ BW26	28 Winter Recess	29 Winter Recess	30

## Legend

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### Monthly

-  Monthly Payday
-  Payroll Complete

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	4
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22 \$	23	24	25
26	27	28	29 \$	30		

# DECEMBER 2023

## JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
7	8	9	10 \$	11	12	13
14	15	16	17	18	19	20
21	22	23	24 \$	25	26 \$	27
28	29	30	31			