Payroll Schedule, Overtime Periods and Due Dates for Employment Action Forms (EAFS) Fiscal year 2022-23

| Month | $\begin{array}{\|l\|} \hline \mathbf{S M} \\ \mathbf{P} / \mathbf{R} \end{array}$ | $\begin{gathered} \text { Pay } \\ \text { Period } \end{gathered}$ | Employment Action Forms Due to Human Resources by 9:00 a.m. | Includes Overtime Worked Between These Dates | $\begin{array}{\|c\|} \hline \text { No. of } \\ \text { WKs } \end{array}$ | Pull <br> Time | Departments Key Time | Pay Day |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| July 2022 <br> Holiday 7/4/22 | \#13 | 7/1-7/15 | Monday, June 20, 2022 | 6/19-7/2 | 2 | 7/6/2022 | Thursday, July 7, 2022 | Friday, July 15, 2022 |
|  | \#14 | 7/16-7/31 | Tuesday, July 5, 2022 | 7/3-7/16 | 2 | 7/20/2022 | Thursday, July 21, 2022 | Friday, July 29, 2022 |
| August 2022 | \#15 | 8/1-8/15 | Tuesday, July 19, 2022 | 7/17-7/30 | 2 | 8/4/2022 | Friday, August 5, 2022 | Monday, August 15, 2022 |
|  | \#16 | 8/16-8/31 | Friday, August 5, 2022 | 7/31-8/13 | 2 | 8/22/2022 | Tuesday, August 23, 2022 | Wednesday, August 31, 2022 |
| September 2022 Holiday 9/5/22 |  |  |  |  |  |  |  |  |
|  | \#17 | 9/1-9/15 | Monday, August 22, 2022 | 8/14-8/27 | 2 | 9/6/2022 | Wednesday, September 7, 2022 | Thursday, September 15, 2022 |
|  | \#18 | 9/16-9/30 | Tuesday, September 6, 2022 | 8/28-9/10 | 2 | 9/21/2022 | Thursday, September 22, 2022 | Friday, September 30, 2022 |
|  |  |  |  |  |  |  |  |  |
| October 2022 | \#19 | 10/1-10/15 | Monday, September 19, 2022 | 9/11-9/24 | 2 | 10/5/2022 | Thursday, October 6, 2022 | Friday, October 14, 2022 |
|  | \#20 | 10/16-10/31 | Tuesday, October 4, 2022 | 9/25-10/8 | 2 | 10/20/2022 | Friday, October 21, 2022 | Monday, October 31, 2022 |
|  |  |  |  |  |  |  |  |  |
| November 2022 <br> Holiday 11/24-11/25/22 | \#21 | 11/1-11/15 | Tuesday, October 18, 2022 | 10/9-10/22 | 2 | 11/3/2022 | Friday, November 4, 2022 | Tuesday, November 15, 2022 |
|  | \#22 | 11/16-11/30 | Tuesday, November 1, 2022 | 10/23-11/5 | 2 | 11/17/2022 | Friday, November 18, 2022 | Wednesday, November 30, 2022 |
|  |  |  |  |  |  |  |  |  |
| December 2022 <br> Holiday 12/21-12/30/22 | \#23 | 12/1-12/15 | Thursday, November 17, 2022 | 11/6-11/19 | 2 | 12/2/2022 | Monday, December 5, 2022 | Thursday, December 15, 2022 |
|  | \#24 | 12/16-12/31 | Tuesday, November 22, 2022 | 11/20-12/3 | 2 | 12/8/2022 | Friday, December 9, 2022 | Monday, December 19, 2022 |
|  |  |  |  |  |  |  |  |  |
| $\begin{array}{\|l\|} \hline \text { January 2023 } \\ \text { Holiday 1/16/23 } \\ \hline \end{array}$ | \#1 | 1/1-1/15 | Thursday, December 15, 2022 | 12/4-12/24 | 3 | 1/4/2023 | Thursday, January 5, 2023 | Friday, January 13, 2023 |
|  | \#2 | 1/16-1/31 | Wednesday, January 4, 2023 | 12/25-1/7 | 2 | 1/20/2023 | Monday, January 23, 2023 | Tuesday, January 31, 2023 |
|  |  |  |  |  |  |  |  |  |
| February 2023 | \#3 | 2/1-2/15 | Friday, January 20, 2023 | 1/8-1/28 | 3 | 2/6/2023 | Tuesday, February 7, 2023 | Wednesday, February 15, 2023 |
|  | \#4 | 2/16-2/28 | Wednesday, February 1, 2023 | 1/29-2/11 | 2 | 2/17/2023 | Monday, February 20, 2023 | Tuesday, February 28, 2023 |
|  |  |  |  |  |  |  |  |  |
| March 2023 | \#5 | 3/1-3/15 | Friday, February 17, 2023 | 2/12-2/25 | 2 | 3/6/2023 | Tuesday, March 7, 2023 | Wednesday, March 15, 2023 |
|  | \#6 | 3/16-3/31 | Monday, March 6, 2023 | 2/26-3/11 | 2 | 3/22/2023 | Thursday, March 23, 2023 | Friday, March 31, 2023 |
| April 2023 <br> Holiday 4/7/23 |  |  |  |  |  |  |  |  |
|  | \#7 | 4/1-4/15 | Monday, March 20, 2023 | 3/12-3/25 | 2 | 4/4/2023 | Wednesday, April 5, 2023 | Friday, April 14, 2023 |
|  | \#8 | 4/16-4/30 | Tuesday, April 4, 2023 | 3/26-4/8 | 2 | 4/19/2023 | Thursday, April 20, 2023 | Friday, April 28, 2023 |
|  |  |  |  |  |  |  |  |  |
| May 2023 <br> Holiday 5/29/23 | \#9 | 5/1-5/15 | Tuesday, April 18, 2023 | 4/9-4/29 | 3 | 5/4/2023 | Friday, May 5, 2023 | Monday, May 15, 2023 |
|  | \#10 | 5/16-5/31 | Wednesday,May 3, 2023 | 4/30-5/13 | 2 | 5/19/2023 | Monday, May 22, 2023 | Wednesday, May 31, 2023 |
|  |  |  |  |  |  |  |  |  |
| June 2023 | \#11 | 6/1-6/15 | Friday, May 19, 2023 | 5/14-5/27 | 2 | 6/6/2023 | Wednesday, June 7, 2023 | Thursday, June 15, 2023 |
|  | \#12 | 6/16-6/30 | Monday, June 5, 2023 | 5/28-6/17 | 3 | 6/21/2023 | Thursday, June 22, 2023 | Friday, June 30, 2023 |

