

## 2023 Biweekly Payroll Schedule

Below please find the biweekly payroll schedule for 2023. The biweekly pay period begins on Monday and ends on Sunday. **Timesheet entries in Workday must be submitted by 10 am and approved by noon on Monday prior to payday (\*or other day/times due to Holidays).** If you cannot update your hours by these deadlines, please submit an approved **Prior Pay Period Adjustment form** to the Controller's Office. Payments are issued every other Friday, except during holiday weeks as indicated below.

**Controller's Office / Payroll Contacts:**

- Hourly payroll: Robin Saindon, Ext. 3584, [rsaindon@bowdoin.edu](mailto:rsaindon@bowdoin.edu)
- Monthly payroll: Lynne Toussaint, Ext. 3843, [ltoussai@bowdoin.edu](mailto:ltoussai@bowdoin.edu)

| #  | FY   | AYB | Pay Cycle Dates                       | Timesheet (TS) Due   | Pay Day           | Comments                 |
|----|------|-----|---------------------------------------|--|-------------------|--------------------------|
| 1  | FY23 | *   | Mon, Dec 19, 2022 – Sun, Jan 1, 2023  | *Thurs, Dec 22, 2022<br>(submissions by 10:00 a.m. & approvals by noon.)   | Fri, Jan 6, 2023  | Early deadline - Holiday |
| 2  | FY23 |     | Mon, Jan 2, 2023 - Sun, Jan 15, 2023  | *Tues, Jan 17, 2023<br>(submissions by 9:00 a.m. & approvals by 10:00 a.m.)  | Fri, Jan 20, 2023 | Late deadline - Holiday  |
| 3  | FY23 | *   | Mon, Jan 16, 2023 – Sun, Jan 29, 2023 | Mon, Jan 30, 2023  | Fri, Feb 3, 2023  |                          |
| 4  | FY23 | *   | Mon, Jan 30, 2023 – Sun, Feb 12, 2023 | Mon, Feb 13, 2023  | Fri, Feb 17, 2023 |                          |
| 5  | FY23 | *   | Mon, Feb 13, 2023 – Sun, Feb 26, 2023 | Mon, Feb 27, 2023  | Fri, Mar 3, 2023  |                          |
| 6  | FY23 | *   | Mon, Feb 27, 2023 – Sun, Mar 12, 2023 | Mon, Mar 13, 2023  | Fri, Mar 17, 2023 |                          |
| 7  | FY23 |     | Mon, Mar 13, 2023 – Sun, Mar 26, 2023 | Mon, Mar 27, 2023  | Fri, Mar 31, 2023 |                          |
| 8  | FY23 | *   | Mon, Mar 27, 2023 – Sun, Apr 9, 2023  | Mon, Apr 10, 2023  | Fri, Apr 14, 2023 |                          |
| 9  | FY23 | *   | Mon, Apr 10, 2023 – Sun, Apr 23, 2023 | Mon, Apr 24, 2023  | Fri, Apr 28, 2023 |                          |
| 10 | FY23 | *   | Mon, Apr 24, 2023 – Sun, May 7, 2023  | Mon, May 8, 2023   | Fri, May 12, 2023 |                          |
| 11 | FY23 | *   | Mon, May 8, 2023 – Sun, May 21, 2023  | Mon, May 22, 2023  | Fri, May 26, 2023 |                          |
| 12 | FY23 | *   | Mon, May 22, 2023 – Sun, Jun 4, 2023  | Mon, Jun 5, 2023   | Fri, Jun 9, 2023  |                          |
| 13 | FY23 |     | Mon, Jun 5, 2023 – Sun, Jun 18, 2023  | *Tues, Jun 20, 2023<br>(submissions by 9:00 a.m. & approvals by 10:00 a.m.)  | Fri, Jun 23, 2023 | Late deadline - Holiday  |
| 14 | FY24 |     | Mon, Jun 19, 2023 – Sun, Jul 2, 2023  | *Fri, Jun 30, 2023<br>(submissions by 10:00 a.m. & approvals by noon).<br>System unlocked until Jul 3rd at 9:00 a.m. | Fri, July 7, 2023 | Early deadline – Holiday |
| 15 | FY24 |     | Mon, Jul 3, 2023 – Sun, Jul 16, 2023  | Mon, Jul 17, 2023  | Fri, Jul 21, 2023 |                          |
| 16 | FY24 |     | Mon, Jul 17, 2023 – Sun, Jul 30, 2023 | Mon, Jul 31, 2023  | Fri, Aug 4, 2023  |                          |
| 17 | FY24 |     | Mon, Jul 31, 2023 – Sun, Aug 13, 2023 | Mon, Aug 14, 2023  | Fri, Aug 18, 2023 |                          |
| 18 | FY24 | *   | Mon, Aug 14, 2023 – Sun, Aug 27, 2023 | Mon, Aug 28, 2023  | Fri, Sep 1, 2023  |                          |
| 19 | FY24 | *   | Mon, Aug 28, 2023 – Sun, Sep 10, 2023 | Mon, Sep 11, 2023  | Fri, Sep 15, 2023 |                          |
| 20 | FY24 | *   | Mon, Sep 11, 2023 – Sun, Sep 24, 2023 | Mon, Sep 25, 2023  | Fri, Sep 29, 2023 |                          |
| 21 | FY24 | *   | Mon, Sep 25, 2023 – Sun, Oct 8, 2023  | Mon, Oct 9, 2023   | Fri, Oct 13, 2023 |                          |
| 22 | FY24 | *   | Mon, Oct 9, 2023 – Sun, Oct 22, 2023  | Mon, Oct 23, 2023  | Fri, Oct 27, 2023 |                          |
| 23 | FY24 | *   | Mon, Oct 23, 2023 – Sun, Nov 5, 2023  | Mon, Nov 6, 2023   | Fri, Nov 10, 2023 |                          |
| 24 | FY24 | *   | Mon, Nov 6, 2023 – Sun, Nov 19, 2023  | Mon, Nov 20, 2023  | Fri, Nov 24, 2023 |                          |
| 25 | FY24 | *   | Mon, Nov 20, 2023 – Sun, Dec 3, 2023  | Mon, Dec 4, 2023   | Fri, Dec 8, 2023  |                          |
| 26 | FY24 | *   | Mon, Dec 4, 2023 – Sun, Dec 17, 2023  | Mon, Dec 18, 2023  | Fri, Dec 22, 2023 |                          |

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