

2023 Summer and 2023-2024 Academic Year Payroll Schedule

Below please find the 2023 Summer and 2023-2024 academic year payroll schedule. 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. Call 7070, option 2 for assistance.

OASDI/MED TAX	ACAD/SUM	PAY CYCLE DATES	TIMESHEETS DUE	CHECKS ISSUED
Last Day of classes – May 10, 2023 Reading Period – May 11 – 14, 2023 Exams – May 15 – 20, 2023				
Exempt	Acad	Mon, May 8, 2023 – Sun, May 21, 2023	Mon, May 22, 2023	Fri, May 26, 2023
Commencement Exercises – Saturday, May 27, 2023				
Tax	Sum	Mon, May 22, 2023 – Sun, Jun 4, 2023	Mon, Jun 5, 2023	Fri, Jun 9, 2023
Tax	Sum	Mon, Jun 5, 2023 – Sun, Jun 18, 2023	*Tues, Jun 20, 2023 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, Jun 23, 2023
Tax	Sum	Mon, Jun 19, 2023 – Sun, Jul 2, 2023	*Fri, Jun 30, 2023 (submissions by 10:00 a.m. & approvals by noon.)	Fri, Jul 7, 2023
Tax	Sum	Mon, Jul 3, 2023 – Sun, Jul 16, 2023	Mon, Jul 17, 2023	Fri, Jul 21, 2023
Tax	Sum	Mon, Jul 17, 2023 – Sun, Jul 30, 2023	Mon, Jul 31, 2023	Fri, Aug 4, 2023
Tax	Sum	Mon, Jul 31, 2023 – Sun, Aug 13, 2023	Mon, Aug 14, 2023	Fri, Aug 18, 2023
Tax	Sum	Mon, Aug 14, 2023 – Sun, Aug 27, 2023	Mon Aug 28, 2023	Fri, Sep 1, 2023
Fall semester classes begin – August 30, 2023				
Exempt	Acad	Mon, Aug 28, 2023 – Sun, Sep 10, 2023	Mon, Sep 11, 2023	Fri, Sep 15, 2023
Exempt	Acad	Mon, Sep 11, 2023 – Sun, Sep 24, 2023	Mon, Sep 25, 2023	Fri, Sep 29, 2023
Fall vacation – October 7 – 10, 2023				
Exempt	Acad	Mon, Sep 25, 2023 – Sun, Oct 8, 2023	Mon, Oct 9, 2023	Fri, Oct 13, 2023
Exempt	Acad	Mon, Oct 9, 2023 – Sun, Oct 22, 2023	Mon, Oct 23, 2023	Fri, Oct 27, 2023
Exempt	Acad	Mon, Oct 23, 2023 – Sun, Nov 5, 2023	Mon, Nov 6, 2023	Fri, Nov 10, 2023
Thanksgiving vacation – November 22 – November 26, 2023				
Exempt	Acad	Mon, Nov 6, 2023 – Sun, Nov 19, 2023	Mon, Nov 20, 2023	Fri, Nov 24, 2023
Last day of classes - December 8, 2023 Reading Period - December 9 – 12, 2023 Exams – December 13 – 18, 2023				
Exempt	Acad	Mon, Nov 20, 2023 – Sun, Dec 3, 2023	Mon, Dec 4, 2023	Fri, Dec 8, 2023
Winter break – December 19, 2023 – January 21, 2024				
Exempt	Acad	Mon, Dec 4, 2023 – Sun, Dec 17, 2023	Mon, Dec 18, 2023	Fri, Dec 22, 2023
Exempt	Acad	Mon, Dec 18, 2023 – Sun, Dec 31, 2023	*Thurs, Dec 21, 2023 (submissions by 10:00 a.m. & approvals by noon)	Fri, Jan 5, 2024
Exempt	Acad	Mon, Jan 1, 2024 – Sun, Jan 14, 2024	*Tues, Jan 16, 2024 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, Jan 19, 2024
Exempt	Acad	Mon, Jan 15, 2024 – Sun, Jan 28, 2024	Mon, Jan 29, 2024	Fri, Feb 2, 2024
Exempt	Acad	Mon, Jan 29, 2024 – Sun, Feb 11, 2024	Mon, Feb 12, 2024	Fri, Feb 16, 2024
Exempt	Acad	Mon, Feb 12, 2024 – Sun, Feb 25, 2024	Mon, Feb 26, 2024	Fri, Mar 1, 2024
Spring vacation – March 9 – 24, 2024				
Exempt	Acad	Mon, Feb 26, 2024 – Sun, Mar 10, 2024	Mon, Mar 11, 2024	Fri, Mar 15, 2024
Exempt	Acad	Mon, Mar 11, 2024 – Sun, Mar 24, 2024	Mon, Mar 25, 2024	Fri, Mar 29, 2024
Exempt	Acad	Mon, Mar 25, 2024 – Sun, Apr 7, 2024	Mon, Apr 8, 2024	Fri, Apr 12, 2024
Exempt	Acad	Mon, Apr 8, 2024 – Sun, Apr 21, 2024	Mon, Apr 22, 2024	Fri, Apr 26, 2024
Exempt	Acad	Mon, Apr 22, 2024 – Sun, May 5, 2024	Mon, May 6, 2024	Fri, May 10, 2024
Last Day of classes – May 8, 2024 Reading Period – May 9 – 12, 2024 Exams – May 13 – 18, 2024				
Exempt	Acad	Mon, May 6, 2024 – Sun, May 19, 2024	Mon, May 20, 2024	Fri, May 24, 2024
Commencement Exercises – Saturday, May 25, 2024				
Tax	Sum	Mon, May 20, 2024 – Sun, Jun 2, 2024	Mon, Jun 3, 2024	Fri, Jun 7, 2024