

2023 PAYROLL DEADLINE SCHEDULE

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SEMI-MONTHLY - Faculty, Lecturers, Instructors (FT & PT), Full-time Professional staff (Exempt), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants, and Doctorate Research Fellow.

BI-WEEKLY - Full-time Professionals (Non-Exempt), Part-time Professionals, Interim Employees, Admin Fellows

BI-WEEKLY - Full-time and Part-time employees in positions represented by Local 2110

WEEKLY - Full-time and Part-time employees in positions represented by Local 707 and 32BJ

2023 PAYROLL DEADLINE SCHEDULE (SEMI-MONTHLY)

Faculty, Lecturers, Instructors (FT/PT), Full-time Professional Staff (EXEMPT), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants and Doctorate Research Fellows on appointments

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: Transactions (PAF/ePAF) must reach Budget Office by 5pm
1/1/2023	1/15/2023	1/13/2023	1	12/5/2022
1/16/2023	1/31/2023	1/31/2023	2	12/23/2022
2/1/2023	2/15/2023	2/15/2023	3	1/9/2023
2/16/2023	2/28/2023	2/28/2023	4	1/23/2023
3/1/2023	3/15/2023	3/15/2023	5	2/9/2023
3/16/2023	3/31/2023	3/31/2023	6	2/23/2023
4/1/2023	4/15/2023	4/14/2023	7	3/9/2023
4/16/2023	4/30/2023	4/28/2023	8	3/24/2023
5/1/2023	5/15/2023	5/15/2023	9	4/10/2023
5/16/2023	5/31/2023	5/31/2023	10	5/1/2023
6/1/2023	6/15/2023	6/15/2023	11	5/11/2023
6/16/2023	6/30/2023	6/30/2023	12	5/25/2023
7/1/2023	7/15/2023	7/14/2023	13	6/6/2023
7/16/2023	7/31/2023	7/31/2023	14	6/26/2023
8/1/2023	8/15/2023	8/15/2023	15	7/14/2023
8/16/2023	8/31/2023	8/31/2023	16	7/28/2023
9/1/2023	9/15/2023	9/15/2023	17	8/3/2023
9/16/2023	9/30/2023	9/29/2023	18	8/18/2023
10/1/2023	10/15/2023	10/13/2023	19	9/5/2023
10/16/2023	10/31/2023	10/31/2023	20	9/27/2023
11/1/2023	11/15/2023	11/15/2023	21	10/11/2023
11/16/2023	11/30/2023	11/30/2023	22	10/23/2023
12/1/2023	12/15/2023	12/15/2023	23	11/8/2023
12/16/2023	12/31/2023	12/22/2023	24	11/15/2023

2023 PAYROLL DEADLINE SCHEDULE (BI-WEEKLY - B2 PAYROLL)

**Full-Time Professionals NON-EXEMPT, Part-time Professional Employees, Interim
Employees, Admin Fellows
Full-time and Part-time employees in positions represented by Local 2110**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm	Deadline for Employees: Time Sheets must be submitted no later than NOON	Deadline for Approvers: Time Sheets must be approved no later than NOON
12/26/2022	1/8/2023	1/13/2023	1	12/12/2022	1/9/2023	1/10/2023
1/9/2023	1/22/2023	1/27/2023	2	1/3/2023	1/23/2023	1/24/2023
1/23/2023	2/5/2023	2/10/2023	3	1/12/2023	2/6/2023	2/7/2023
2/6/2023	2/19/2023	2/24/2023	4	1/27/2023	2/20/2023	2/21/2023
2/20/2023	3/5/2023	3/10/2023	5	2/10/2023	3/6/2023	3/7/2023
3/6/2023	3/19/2023	3/24/2023	6	2/27/2023	3/20/2023	3/21/2023
3/20/2023	4/2/2023	4/7/2023	7	3/13/2023	4/3/2023	4/4/2023
4/3/2023	4/16/2023	4/21/2023	8	3/28/2023	4/17/2023	4/18/2023
4/17/2023	4/30/2023	5/5/2023	9	4/11/2023	5/1/2023	5/2/2023
5/1/2023	5/14/2023	5/19/2023	10	4/25/2023	5/15/2023	5/16/2023
5/15/2023	5/28/2023	6/2/2023	11	5/9/2023	5/26/2023	5/30/2023
5/29/2023	6/11/2023	6/16/2023	12	5/22/2023	6/12/2023	6/13/2023
6/12/2023	6/25/2023	6/30/2023	13	6/5/2023	6/26/2023	6/27/2023
6/26/2023	7/9/2023	7/14/2023	14	6/16/2023	7/10/2023	7/11/2023
7/10/2023	7/23/2023	7/28/2023	15	7/3/2023	7/24/2023	7/25/2023
7/24/2023	8/6/2023	8/11/2023	16	7/18/2023	8/7/2023	8/8/2023
8/7/2023	8/20/2023	8/25/2023	17	8/1/2023	8/21/2023	8/22/2023
8/21/2023	9/3/2023	9/8/2023	18	8/10/2023	9/1/2023	9/5/2023
9/4/2023	9/17/2023	9/22/2023	19	8/23/2023	9/18/2023	9/19/2023
9/18/2023	10/1/2023	10/6/2023	20	9/7/2023	10/2/2023	10/3/2023
10/2/2023	10/15/2023	10/20/2023	21	9/21/2023	10/16/2023	10/17/2023
10/16/2023	10/29/2023	11/3/2023	22	10/10/2023	10/30/2023	10/31/2023
10/30/2023	11/12/2023	11/17/2023	23	10/23/2023	11/13/2023	11/14/2023
11/13/2023	11/26/2023	12/1/2023	24	11/2/2023	11/27/2023	11/28/2023
11/27/2023	12/10/2023	12/15/2023	25	11/17/2023	12/11/2023	12/12/2023
12/11/2023	12/24/2023	12/22/2023	26	11/28/2023	12/18/2023	12/19/2023

2023 PAYROLL DEADLINE SCHEDULE (WEEKLY)

Full-time and Part-time employees in positions represented by Local 707 and Local 32BJ

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm
12/26/2022	1/1/2023	1/6/2023	1	12/9/2022
1/2/2023	1/8/2023	1/13/2023	2	12/16/2022
1/9/2023	1/15/2023	1/20/2023	3	12/23/2022
1/16/2023	1/22/2023	1/27/2023	4	1/6/2023
1/23/2023	1/29/2023	2/3/2023	5	1/13/2023
1/30/2023	2/5/2023	2/10/2023	6	1/23/2023
2/6/2023	2/12/2023	2/17/2023	7	1/30/2023
2/13/2023	2/19/2023	2/24/2023	8	2/6/2023
2/20/2023	2/26/2023	3/3/2023	9	2/13/2023
2/27/2023	3/5/2023	3/10/2023	10	2/20/2023
3/6/2023	3/12/2023	3/16/2023	11	2/24/2023
3/13/2023	3/19/2023	3/24/2023	12	3/3/2023
3/20/2023	3/26/2023	3/31/2023	13	3/10/2023
3/27/2023	4/2/2023	4/7/2023	14	3/20/2023
4/3/2023	4/9/2023	4/14/2023	15	3/27/2023
4/10/2023	4/16/2023	4/21/2023	16	4/3/2023
4/17/2023	4/23/2023	4/28/2023	17	4/10/2023
4/24/2023	4/30/2023	5/5/2023	18	4/17/2023
5/1/2023	5/7/2023	5/12/2023	19	4/24/2023
5/8/2023	5/14/2023	5/19/2023	20	5/1/2023
5/15/2023	5/21/2023	5/26/2023	21	5/8/2023
5/22/2023	5/28/2023	6/2/2023	22	5/15/2023
5/29/2023	6/4/2023	6/9/2023	23	5/19/2023
6/5/2023	6/11/2023	6/16/2023	24	5/26/2023
6/12/2023	6/18/2023	6/23/2023	25	6/5/2023
6/19/2023	6/25/2023	6/30/2023	26	6/9/2023
6/26/2023	7/2/2023	7/7/2023	27	6/16/2023
7/3/2023	7/9/2023	7/14/2023	28	6/23/2023
7/10/2023	7/16/2023	7/21/2023	29	6/30/2023
7/17/2023	7/23/2023	7/28/2023	30	7/10/2023
7/24/2023	7/30/2023	8/4/2023	31	7/17/2023
7/31/2023	8/6/2023	8/11/2023	32	7/24/2023
8/7/2023	8/13/2023	8/18/2023	33	7/31/2023

2023 WEEKLY PAYROLL DEADLINES – CONTINUED

8/14/2023	8/20/2023	8/25/2023	34	8/7/2023
8/21/2023	8/27/2023	9/1/2023	35	8/14/2023
8/28/2023	9/3/2023	9/8/2023	36	8/21/2023
9/4/2023	9/10/2023	9/15/2023	37	8/25/2023
9/11/2023	9/17/2023	9/22/2023	38	9/1/2023
9/18/2023	9/24/2023	9/29/2023	39	9/11/2023
9/25/2023	10/1/2023	10/6/2023	40	9/18/2023
10/2/2023	10/8/2023	10/13/2023	41	9/25/2023
10/9/2023	10/15/2023	10/20/2023	42	10/2/2023
10/16/2023	10/22/2023	10/27/2023	43	10/9/2023
10/23/2023	10/29/2023	11/3/2023	44	10/16/2023
10/30/2023	11/5/2023	11/9/2023	45	10/20/2023
11/6/2023	11/12/2023	11/17/2023	46	10/27/2023
11/13/2023	11/19/2023	11/22/2023	47	11/1/2023
11/20/2023	11/26/2023	12/1/2023	48	11/10/2023
11/27/2023	12/3/2023	12/8/2023	49	11/16/2023
12/4/2023	12/10/2023	12/15/2023	50	11/27/2023
12/11/2023	12/17/2023	12/22/2023	51	12/4/2023
12/18/2023	12/24/2023	12/29/2023	52	12/5/2023

2023 SUMMER PAYROLL DEADLINE SCHEDULE
 FOR FULL-TIME FACULTY AND LECTURER APPOINTMENTS ONLY

Summer Session	Payroll Start Date	Payroll End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: Transactions must reach Budget Office by 5pm
A	5/19/2023	6/1/2023	6/9/2023	1	5/26/2023
	6/2/2023	6/28/2023	7/7/2023	2	6/21/2023
B	7/5/2023	7/28/2023	8/4/2023	1	7/20/2023
	7/29/2023	8/15/2023	8/25/2023	2	8/10/2023