

MONTHLY PAYROLL

Pay Run ID	Pay Period Begin Date	Pay Period End Date	Document Due Date to Payroll for (1) Requests that DO NOT process through HR (2) Requests that have completed through HR-Level 5 Approval	Absence Approvals Due by 9 a.m.	HR Lock 1 p.m.	Pay Date
31M1	01/01/23	01/31/23	01/13/23	01/18/23	01/19/23	01/31/23
32M1	02/01/23	02/28/23	02/10/23	02/15/23	02/16/23	02/28/23
33M1	03/01/23	03/31/23	03/17/23	03/24/23	03/27/23	03/31/23
34M1	04/01/23	04/30/23	04/14/23	04/21/23	04/24/23	04/28/23
35M1	05/01/23	05/31/23	05/18/23	05/23/23	05/24/23	05/31/23
36M1	06/01/23	06/30/23	06/16/23	06/21/23	06/22/23	06/30/23
37M1	07/01/23	07/31/23	07/14/23	07/19/23	07/20/23	07/31/23
38M1	08/01/23	08/31/23	08/18/23	08/24/23	08/25/23	08/31/23
39M1	09/01/23	09/30/23	09/15/23	09/22/23	09/25/23	09/29/23
30M1	10/01/23	10/31/23	10/19/23	10/24/23	10/25/23	10/31/23
3NM1	11/01/23	11/30/23	11/15/23	11/20/23	11/21/23	11/30/23
3DM1	12/01/23	12/31/23	12/13/23	12/18/23	12/19/23	12/29/23