

University of the Incarnate Word

STAFF/STUDENT PAYROLL SCHEDULE

Fiscal Year 2022-2023

Pay Period All timesheets close at 11:59 p.m. on the last day of the pay period.	Timesheets are due to Supervisors for review & approval by the end of the day.	ALL TIMESHEETS ARE DUE TO PAYROLL BY 1:00 P.M.	Pay Date	Pay #
June 1 - June 15	June 15	June 16	June 22, 2022	12
June 16 - June 30	June 30	July 1	July 7, 2022	13
July 1 - July 15	July 15	July 18	July 22, 2022	14
July 16 - July 31	July 31	August 1	August 5, 2022	15
August 1 - August 15	August 15	August 16	August 22, 2022	16
August 16 - August 31	August 31	September 1	September 7, 2022	17
September 1 - September 15	September 15	September 16	September 22, 2022	18
September 16 - September 30	September 30	October 3	October 7, 2022	19
October 1 - October 15	October 15	October 17	October 21, 2022	20
October 16 - October 31	October 31	November 1	November 7, 2022	21
November 1 - November 15	November 15	November 16	November 22, 2022	22
November 16 - November 30	November 30**	December 1**	December 7, 2022	23
December 1 - December 15	December 15**	December 16**	December 21, 2022	24
December 16 - December 31	December 31**	January 2**	January 6, 2023	1
January 1 - January 15	January 15	January 17	January 20, 2023	2
January 16 - January 31	January 31	February 1	February 7, 2023	3
February 1 - February 15	February 15	February 16	February 22, 2023	4
February 16 - February 28	February 28	March 1	March 7, 2023	5
March 1 - March 15	March 15	March 16	March 22, 2023	6
March 16 - March 31	March 31	April 3	April 7, 2023	7
April 1 - April 15	April 15	April 17	April 21, 2023	8
April 16 - April 30	April 30	May 1	May 5, 2023	9
May 1 - May 15	May 15	May 16	May 22, 2023	10
May 16 - May 31	May 31	June 1	June 7, 2023	11

**** Schedule subject to change due to Holidays****

All timesheets close at 11:59 p.m. on the last day of the pay period.

Timesheets should be submitted to supervisors for review and approval,
before the employee leaves for the day.