



Payroll Timeline

Time period of hours worked		Date payroll form must be entered by		Payroll date	
1st day to 15th day of the month	Within the period of the 1st to the 15th day of the month. For example: February 1-15, 2023	15th day of the month	Enter these hours in the online payroll form no later than the 15th day of the month.	1st day of the following month	These hours will be paid on the payroll on the 1st day of the following month. For example: If the hours were entered on February 15, 2023, those hours will be paid in the payroll of March 1, 2023
16th day to last day of the month	Within the period of the 16th day to the last day of the month. For example: March 16-31, 2023	Last day of the month	Enter these hours in the online payroll form no later than the last day of the month.	16th day of the following month	These hours will be paid on the payroll on the 16th day of the following month. For example: If the hours were entered on March 31, 2023, those hours will be paid in the payroll of April 16, 2023