



## 2022-2023 PAYROLL PROCESSING SCHEDULE

SAP PP #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	PAY DATE	REMARKS
13	6/10-6/23/22	10***	6/6	6/10	6/23	6/23	7/1/22	
14	6/24-7/7/22	10	6/20	6/24	7/7	7/7	7/15/22	
15	7/8-7/21/22	10	7/4	7/8	7/21	7/21	7/29/22	
16	7/22-8/4/22	10	7/18	7/22	8/4	8/4	8/12/22	
17	8/5-8/18/22	10***	8/1	8/5	8/18	8/18	8/26/22	
18	8/19-9/1/22	10	8/15	8/19	8/31*	8/31	9/9/22	Approve one (1) day early due to Labor Day
19	9/2-9/15/22	10	8/29	9/1**	9/15	9/15	9/23/22	
20	9/16-9/29/22	10	9/12	9/16	9/29	9/29	10/7/22	
21	9/30-10/13/22	10	9/26	9/30	10/13	10/13	10/21/22	
22	10/14-10/27/22	10	10/10	10/14	10/27	10/27	11/4/22	
23	10/28-11/10/22	10	10/24	10/28	11/9*	11/9	11/18/22	Approve one (1) day early due to Veteran's Day
24	11/11-11/24/22	10	11/7	11/10**	11/17*	11/17	12/2/22	Approve five (5) days early due to Fall Recess/Thanksgiving
25	11/25-12/8/22	10	11/21	11/18**	12/8	12/8	12/16/22	
26	12/9-12/22/22	10	12/5	12/9	12/15*	12/15	12/30/22	Approve five (5) days early due to Winter Recess
1	12/23-1/5/23	10	12/19	12/16**	12/22*	12/22	1/13/23	Approve ten (10) days early due to Winter Recess
2	1/6-1/19/23	10	1/2	12/23**	1/19	1/19	1/27/23	
3	1/20-2/2/23	10	1/16	1/20	2/2	2/2	2/10/23	
4	2/3-2/16/23	10	1/30	2/3	2/15*	2/15	2/24/23	Approve one (1) day early due to Presidents Day
5	2/17-3/2/23	10	2/13	2/16**	3/2	3/2	3/10/23	
6	3/3-3/16/23	10	2/27	3/3	3/9*	3/9	3/24/23	Approve five (5) days early due to Spring Recess
7	3/17-3/30/23	10	3/13	3/10**	3/30	3/30	4/7/23	
8	3/31-4/13/23	10	3/27	3/31	4/13	4/13	4/21/23	
9	4/14-4/27/23	10	4/10	4/14	4/27	4/27	5/5/23	
10	4/28-5/11/23	10	4/24	4/28	5/11	5/11	5/19/23	
11	5/12-5/25/23	10	5/8	5/12	5/24*	5/24	6/2/23	Approve one (1) day early due to Memorial Day
12	5/26-6/8/23	10***	5/22	5/25**	6/8	6/8	6/16/23	
13	6/9-6/22/23	10***	6/5	6/9	6/22	6/22	6/30/23	
14	6/23-7/6/23	10	6/19	6/23	7/6	7/6	7/14/23	

\* Indicates EARLY PAYROLL APPROVAL REQUIRED!

\*\* When processing Prior Pay Period Corrections, you MUST enter the correct SAP PAY PERIOD #.

\*\*\* Days may vary depending on the type of employee.

**IMPORTANT NOTE:** Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by **2:00 P.M.**