

**M1 Payroll Schedule
January 2023 - December 2023**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2023 Calendar Month	01-Jan-23	31-Jan-23	31-Jan-23	25-Jan-23	24-Jan-23	06-Feb-23	06-Jan-23
2 2023 Calendar Month	01-Feb-23	28-Feb-23	28-Feb-23	22-Feb-23	21-Feb-23	06-Mar-23	07-Feb-23
3 2023 Calendar Month	01-Mar-23	31-Mar-23	31-Mar-23	22-Mar-23	** TBD	** TBD	07-Mar-23
4 2023 Calendar Month	01-Apr-23	30-Apr-23	28-Apr-23	19-Apr-23	18-Apr-23	07-May-23	07-Apr-23
5 2023 Calendar Month	01-May-23	31-May-23	31-May-23	25-May-23	24-May-23	08-Jun-23	08-May-23
6 2023 Calendar Month	01-Jun-23	30-Jun-23	30-Jun-23	22-Jun-23	21-Jun-23	09-Jul-23	07-Jun-23
7 2023 Calendar Month	01-Jul-23	31-Jul-23	31-Jul-23	25-Jul-23	24-Jul-23	07-Aug-23	07-Jul-23
8 2023 Calendar Month	01-Aug-23	31-Aug-23	31-Aug-23	23-Aug-23	22-Aug-23	09-Sep-23	08-Aug-23
9 2023 Calendar Month	01-Sep-23	30-Sep-23	29-Sep-23	20-Sep-23	19-Sep-23	08-Oct-23	08-Sep-23
10 2023 Calendar Month	01-Oct-23	31-Oct-23	31-Oct-23	26-Oct-23	25-Oct-23	06-Nov-23	06-Oct-23
11 2023 Calendar Month	01-Nov-23	30-Nov-23	30-Nov-23	23-Nov-23	22-Nov-23	08-Dec-23	07-Nov-23
12 2023 Calendar Month	01-Dec-23	31-Dec-23	29-Dec-23	21-Dec-23	20-Dec-23	08-Jan-23	07-Dec-23

There are two timecard approval deadlines for managers to follow. See below:

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

**** See Commuication regarding Fiscal Year End Timecard Requirements**