

## Sub & Additional Paper Timesheet Schedule 2022-2023

| DUE AT CENTRAL OFFICE by<br>10:00 am | PAY PERIOD DATES TO INCLUDE                 | Pay Check Date |
|--------------------------------------|---|----------------|
|                                      | -----                                       | -----          |
| July 4, 2022                         | July 1st through July 2nd                   | 7/15/2022      |
| July 18, 2022                        | July 3rd through July 16th                  | 7/29/2022      |
| August 1, 2022                       | July 17th through July 30th                 | 8/15/2022      |
| August 15, 2022                      | July 31st through August 13th               | 8/30/2022      |
| August 29, 2022                      | August 14th through August 27th             | 9/15/2022      |
| September 12, 2022                   | August 28th through September 10th          | 9/30/2022      |
| October 3, 2022                      | September 11th through October 1st (3 wks)  | 10/14/2022     |
| October 17, 2022                     | October 2nd through October 15th            | 10/28/2022     |
| October 31, 2022                     | October 16th through October 29th           | 11/15/2022     |
| November 14, 2022                    | October 30th through November 12th          | 11/30/2022     |
| November 28, 2022                    | November 13th through November 26th         | 12/15/2022     |
| December 19, 2022                    | November 27th through December 17th (3 wks) | 12/30/2022     |
| January 2, 2023                      | December 18th through December 31st         | 1/13/2023      |
| January 16, 2023                     | January 1st through January 14th            | 1/30/2023      |
| January 30, 2023                     | January 15th through January 28th           | 2/15/2023      |
| February 13, 2023                    | January 29th through February 11th          | 2/28/2023      |
| February 27, 2023                    | February 12th through February 25th         | 3/15/2023      |
| March 13, 2023                       | February 26th through March 11th            | 3/30/2023      |
| April 3, 2023                        | March 12th through April 1st (3 wks)        | 4/14/2023      |
| April 17, 2023                       | April 2nd through April 15th                | 4/28/2023      |
| May 1, 2023                          | April 16th through April 29th               | 5/15/2023      |
| May 15, 2023                         | April 30th through May 13th                 | 5/30/2023      |
| June 5, 2023                         | May 14th through June 3rd (3 wks)           | 6/15/2023      |
| June 12, 2023                        | <b>June 4th through June 30th</b> (4wks)    | 6/30/2023      |

**NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).**

**Timesheets not received at CO by the due date will be considered late and may be held for the next payroll.**