

2023 MONTHLY PAYROLL



PAY DATES & PROCESSING SCHEDULE

PAY ID	PAY PERIOD	PAY DATE	LOCKED FOR PROCESSING	
			NEW ePAs FOR PAY PERIOD CAN NOT BE ENTERED	
MO 01	01/01/23 - 01/31/23	Tuesday, January 31, 2023	AT 3:00PM ON	01/23/23 - 01/26/23
MO 02	02/01/23 - 02/28/23	Tuesday, February 28, 2023	AT 3:00PM ON	02/20/23 - 02/23/23
MO 03	03/01/23 - 03/31/23	Friday, March 31, 2023	AT 3:00PM ON	03/23/23 - 03/28/23
MO 04	04/01/23 - 04/30/23	Friday, April 28, 2023	AT 3:00PM ON	04/20/23 - 04/25/23
MO 05	05/01/23 - 05/31/23	Wednesday, May 31, 2023	AT 3:00PM ON	05/23/23 - 05/26/23
MO 06	06/01/23 - 06/30/23	Friday, June 30, 2023	AT 3:00PM ON	06/22/23 - 06/27/23
MO 07	07/01/23 - 07/31/23	Monday, July 31, 2023	AT 3:00PM ON	07/21/23 - 07/26/23
MO 08	08/01/23 - 08/31/23	Thursday, August 31, 2023	AT 3:00PM ON	08/23/23 - 08/28/23
MO 09	09/01/23 - 09/30/23	Friday, September 29, 2023	AT 3:00PM ON	09/21/23 - 09/26/23
MO 10	10/01/23 - 10/31/23	Tuesday, October 31, 2023	AT 3:00PM ON	10/23/23 - 10/26/23
MO 11	11/01/23 - 11/30/23	Thursday, November 30, 2023	AT 3:00PM ON	11/22/23 - 11/27/23
MO 12	12/01/23 - 12/31/23	Thursday, December 21, 2023	AT 3:00PM ON	12/13/23 - 12/18/23

The Input Hold Period is when Payroll Input must hold on entering additional ePAs that would impact the period being processed for payment. ePAs not entered prior to the Input Hold Period will not be reflected on the payroll in process. Please refer to the ePA Guidelines and Payroll Schedule page for additional information. **NOTE: To avoid possible overpayment to an employee that is terminating in the same month as their last pay date, please contact Payroll Services at 205-348-8219 if the ePA will not make it to Payroll Input by the ePA Deadline for the pay date.