2023 MONTHLY PAYROLL PROCESSING CALENDAR

PAY PERIOD *month ending*	PAY RUN ID	LEAVE TIME *submit current changes* <u>NO</u> *later than NOON/12:00pm*	PAYROLL *finalized*	COSTING ALLOCATION *submit current changes*	WORKDAYS *per pay period*	PAYDAY
JANUARY	23MA	Monday, January 23, 2023	01/24/23	Thursday, January 19, 2023	22	01/30/23
FEBRUARY	23MB	Monday, February 20, 2023	02/21/23	Thursday, February 16, 2023	20	02/28/23
MARCH	23BC	Thursday, March 23, 2023	03/24/23	Tuesday, March 21, 2023	23	03/30/23
APRIL	23MD	Thursday, April 20, 2023	04/21/23	Tuesday, April 18, 2023	20	04/28/23
MAY	23ME	Monday, May 22, 2023	05/23/23	Thursday, May 18, 2023	23	05/30/23
JUNE	23MF	Thursday, June 22, 2023	06/23/23	Tuesday, June 20, 2023	22	06/30/23
JULY	**23MG**	**Thursday, July 20, 2023**	**07/24/23**	**Tuesday, July 18, 2023**	**21**	**07/28/23**
AUGUST	23MH	Thursday, August 24, 2023	08/25/23	Tuesday, August 22, 2023	23	08/30/23
SEPTEMBER	23MI	Thursday, September 21, 2023	09/22/23	Tuesday, September 19, 2023	21	09/28/23
OCTOBER	23MJ	Tuesday, October 24, 2023	10/25/23	Friday, October 20, 2023	22	10/30/23
NOVEMBER	23MK	Monday, November 20, 2023	11/21/23	Thursday, November 16, 2023	22	11/30/23
DECEMBER	**23ML**	***Monday, December 11, 2023***	***12/13/23***	***Thursday, December 7, 2023***	**22**	**12/22/23**

GENERAL NOTES:

▪If date is in red the time entry lock will occur at 10AM

▪Items highlighted in yellow indidates processing dates which have been moved forward to incorporate University holidays or fiscal year-end processing requirements.

▪Cutoff Deadlines are subject to change.

▪*Leave Time* column: must be entered by date to be on current payroll.

** December process schedule subject to change, updates are communicated through UofL Today and emails UBM & LFO distribution lists.

<u>Number of Workdays</u>

Questions? Please contact Payroll Services at 502/852-2978 or payroll@louisville.edu.