

## 2023 MONTHLY PAYROLL PROCESSING CALENDAR

PAY PERIOD <i>month ending</i>	PAY RUN ID	LEAVE TIME <i>submit current changes NO later than NOON/12:00pm</i>	PAYROLL <i>finalized</i>	COSTING ALLOCATION <i>submit current changes</i>	WORKDAYS <i>per pay period</i>	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
<b>**DECEMBER**</b>	23ML	<b>Monday, December 11, 2023</b>	<b>12/13/23</b>	<b>Thursday, December 7, 2023</b>	22	12/22/23

### GENERAL NOTES:

- 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.**

### Number of Workdays