

**2023 PAYROLL SERVICES  
TIMEKEEPER SCHEDULE**

Pay Period	ACOA Pay Period End Date	ACOA Timesheet Due Date	AMHS Pay Period End Date	AMHS Timesheet Due Date	BIWK1 Pay Period End Date	BIWK1 Time Collector Due Date	BIWK1 Timekeeper/ESS Due Date	PAYROLL #	MAIL DISTRIBUTION	PAYDAY
1	12/21/2022	12-23 Fri	12/23/2022	12-27 Tue*	12/25/2022	12-27 Tue*	12-27 Tue	1 - JAN	1-5 Thu	1-6 Fri
2	1/4/2023	1-6 Fri	1/6/2023	1-9 Mon	1/8/2023	1-9 Mon	1-10 Tue	2 - JAN	1-19 Thu	1-20 Fri
3	1/18/2023	1-20 Fri	1/20/2023	1-23 Mon	1/22/2023	1-23 Mon	1-24 Tue	1 - FEB	2-1 Wed	2-3 Fri
4	2/1/2023	2-3 Fri	2/3/2023	2-6 Mon	2/5/2023	2-6 Mon	2-7 Tue	2 - FEB	2-15 Wed	2-17 Fri
5	2/15/2023	2-17 Fri	2/17/2023	2-21 Tue*	2/19/2023	2-21 Tue*	2-21 Tue	1 - MAR	3-1 Wed	3-3 Fri
6	3/1/2023	3-3 Fri	3/3/2023	3-6 Mon	3/5/2023	3-6 Mon	3-7 Tue	2 - MAR	3-15 Wed	3-17 Fri
7	3/15/2023	3-17 Fri	3/17/2023	3-20 Mon	3/19/2023	3-20 Mon	3-21 Tue	3 - MAR	3-30 Thu**	3-31 Fri
8	3/29/2023	3-31 Fri	3/31/2023	4-3 Mon	4/2/2023	4-3 Mon	4-4 Tue	1 - APR	4-12 Wed	4-14 Fri
9	4/12/2023	4-14 Fri	4/14/2023	4-17 Mon	4/16/2023	4-17 Mon	4-18 Tue	2 - APR	4-26 Wed	4-28 Fri
10	4/26/2023	4-28 Fri	4/28/2023	5-1 Mon	4/30/2023	5-1 Mon	5-2 Tue	1 - MAY	5-10 Wed	5-12 Fri
11	5/10/2023	5-12 Fri	5/12/2023	5-15 Mon	5/14/2023	5-15 Mon	5-16 Tue	2 - MAY	5-24 Wed	5-26 Fri
12	5/24/2023	5-26 Fri	5/26/2023	5-30 Tue*	5/28/2023	5-30 Tue*	5-30 Tue	1 - JUN	6-7 Wed	6-9 Fri
13	6/7/2023	6-9 Fri	6/9/2023	6-12 Mon	6/11/2023	6-12 Mon	6-13 Tue	2 - JUN	6-21 Wed	6-23 Fri
14	6/21/2023	6-23 Fri	6/23/2023	6-26 Mon	6/25/2023	6-26 Mon	6-27 Tue	1 - JUL	7-6 Thu	7-7 Fri
15	7/5/2023	7-7 Fri	7/7/2023	7-10 Mon	7/9/2023	7-10 Mon	7-11 Tue	2 - JUL	7-19 Wed	7-21 Fri
16	7/19/2023	7-21 Fri	7/21/2023	7-24 Mon	7/23/2023	7-24 Mon	7-25 Tue	1 - AUG	8-2 Wed	8-4 Fri
17	8/2/2023	8-4 Fri	8/4/2023	8-7 Mon	8/6/2023	8-7 Mon	8-8 Tue	2 - AUG	8-16 Wed	8-18 Fri
18	8/16/2023	8-18 Fri	8/18/2023	8-21 Mon	8/20/2023	8-21 Mon	8-22 Tue	3 - AUG	8-30 Wed**	9-1 Fri
19	8/30/2023	9-1 Fri	9/1/2023	9-5 Tue*	9/3/2023	9-5 Tue*	9-5 Tue	1 - SEP	9-13 Wed	9-15 Fri
20	9/13/2023	9-15 Fri	9/15/2023	9-18 Mon	9/17/2023	9-18 Mon	9-19 Tue	2 - SEP	9-27 Wed	9-29 Fri
21	9/27/2023	9-29 Fri	9/29/2023	10-2 Mon	10/1/2023	10-2 Mon	10-3 Tue	1 - OCT	10-11 Wed	10-13 Fri
22	10/11/2023	10-13 Fri	10/13/2023	10-16 Mon	10/15/2023	10-16 Mon	10-17 Tue	2 - OCT	10-25 Wed	10-27 Fri
23	10/25/2023	10-27 Fri*	10/27/2023	10-30 Mon	10/29/2023	10-30 Mon	10-31 Tue	1 - NOV	11-8 Wed	11-9 Thu
24	11/8/2023	11-13 Mon	11/10/2023	11-13 Mon	11/12/2023	11-13 Mon	11-14 Tue	2 - NOV	11-22 Wed	11-24 Fri
25	11/22/2023	11-24 Fri	11/24/2023	11-27 Mon	11/26/2023	11-27 Mon	11-28 Tue	1 - DEC	12-6 Wed	12-8 Fri
26	12/6/2023	12-8 Fri	12/8/2023	12-11 Mon	12/10/2023	12-11 Mon	12-12 Tue	2 - DEC	12-20 Wed	12-22 Fri

**GENERAL INFORMATION:**

Timesheets are due as soon as possible on the dates listed above.

BIWK1 = All employees except AMHS and ACOA

\* = Regular timesheet due date occurs on an observed holiday and has been moved to 1 day later.

\*\* = 3rd Distribution of the Month - deferred Comp, healthcare benefits, State housing rent, and SHARE donations will be NOT deducted.

**LEAVE CASH-INS:**

- Leave Cash-ins must be received the same day timesheets are due.

- Every effort will be made to pay with current payroll processing, however, a leave cash-in may not be paid until the deadline provided by the collective bargaining agreements.

**- Leave cash-ins must be submitted separately from timesheets.**

**PERSONNEL ACTIONS:**

- Personnel actions are due within 3 days of the effective date of the action.