

**Academic Year  
2022 - 2023**

<b>Time worked for Temporary, Student, Associate Faculty Counselors/Librarians and Extra/OT hours for Permanent Staff Pay Schedule</b>				
<b>For hours worked in the month of</b>	<b>Employees should ensure time entered in Workday is submitted by end of day</b>	<b>Supervisors must have approved hours in Workday prior to end of day on</b>	<b>Locked out of Workday on these dates.</b>	<b>To ensure payment on Pay Day</b>
July	8/8/2022	8/10/2022	8/15/2022-8/18/2022	August 31, 2022
August	9/6/2022	9/8/2022	9/13/2022-9/16/2022	September 30, 2022
September	10/10/2022	10/12/2022	10/17/2022-10/20/2022	October 31, 2022
October	11/7/2022	11/9/2022	11/15/2022-11/18/2022	November 30, 2022
November	12/1/2022	12/5/2022	12/06/2022-12/09/2022	December 16, 2022
December	1/10/2023	1/12/2023	01/17/2023-1/20/2023	January 31, 2023
January	2/6/2023	2/8/2023	2/13/2023-2/16/2023	February 28, 2023
February	3/7/2023	3/9/2023	03/14/2023-03/17/2023	March 30, 2023
March	4/4/2023	4/6/2023	04/17/2023-04/20/2023	April 28, 2023
April	5/8/2023	5/10/2023	05/15/2023-05/18/2023	May 31, 2023
May	6/6/2023	6/8/2023	06/13/2023-6/16/2023	June 30, 2023
June	7/5/2023	7/7/2023	7/17/2023-7/20/2023	July 31, 2023

Please be aware that the dates listed are optimal to ensure that your hours are captured for timely payment.

<b>Faculty, Associate Faculty, Administrators and Permanent Staff Monthly Pay Schedule</b>				
<b>For hours worked in the month of</b>	<b>Employees should ensure time entered in Workday is submitted by end of day</b>	<b>Supervisors must have approved hours in Workday prior to end of day on</b>	<b>Locked out of Workday on these dates.</b>	<b>To ensure payment on Pay Day</b>
July	7/11/2022	7/13/2022	7/18/2022-7/21/2022	July 29, 2022
August	8/8/2022	8/10/2022	8/15/2022-8/18/2022	August 31, 2022
September	9/6/2022	9/8/2022	9/13/2022-9/16/2022	September 30, 2022
October	10/10/2022	10/12/2022	10/17/2022-10/20/2022	October 31, 2022
November	11/7/2022	11/9/2022	11/15/2022-11/18/2022	November 30, 2022
December	12/1/2022	12/5/2022	12/06/2022-12/09/2022	December 16, 2022
January	1/10/2023	1/12/2023	01/17/2023-1/20/2023	January 31, 2023
February	2/6/2023	2/8/2023	2/13/2023-2/16/2023	February 28, 2023
March	3/7/2023	3/9/2023	03/14/2023-03/17/2023	March 30, 2023
April	4/4/2023	4/6/2023	04/17/2023-04/20/2023	April 28, 2023
May	5/8/2023	5/10/2023	05/15/2023-05/18/2023	May 31, 2023
June	6/6/2023	6/8/2023	06/13/2023-6/16/2023	June 30, 2023

Please note that instructional hours assigned through SURF are **NOT** entered in Workday. Instructional LHE and Overload are paid September - December and February - May. Any additional time entry not submitted or approved in Workday prior to the supervisor approval date will be paid the following month.