

Hourly (Non-Student) Payroll Schedule 2023 -2024

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Wednesday	Period Tuesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date	Dates that appears on your check
26	3/8/2023 -	3/21/2023	3/22/2023	2/14/2023	2/21/2023	4/12/2023	3/16/2023 - 3/29/2023
1	3/22/2023 -	4/4/2023	4/5/2023	2/28/2023	3/7/2023	4/26/2023	3/30/2023 - 4/12/2023
2	4/5/2023 -	4/18/2023	4/19/2023	3/14/2023	3/21/2023	5/10/2023	4/13/2023 - 4/26/2023
3	4/19/2023 -	5/2/2023	5/3/2023	3/28/2023	4/4/2023	5/24/2023	4/27/2023 - 5/10/2023
4	5/3/2023 -	5/16/2023	5/17/2023	4/11/2023	4/18/2023	6/7/2023	5/11/2023 - 5/24/2023
5	5/17/2023 -	5/30/2023	5/31/2023	4/25/2023	5/2/2023	6/21/2023	5/25/2023 - 6/7/2023
6	5/31/2023 -	6/13/2023	6/14/2023	5/9/2023	5/16/2023	7/5/2023	6/8/2023 - 6/21/2023
7	6/14/2023 -	6/27/2023	6/28/2023	5/23/2023	5/30/2023	7/19/2023	6/22/2023 - 7/5/2023
8	6/28/2023 -	7/11/2023	7/12/2023	6/6/2023	6/13/2023	8/2/2023	7/6/2023 - 7/19/2023
9	7/12/2023 -	7/25/2023	7/26/2023	6/20/2023	6/27/2023	8/16/2023	7/20/2023 - 8/2/2023
10	7/26/2023 -	8/8/2023	8/9/2023	7/4/2023	7/11/2023	8/30/2023	8/3/2023 - 8/16/2023
11	8/9/2023 -	8/22/2023	8/23/2023	7/18/2023	7/25/2023	9/13/2023	8/17/2023 - 8/30/2023
12	8/23/2023 -	9/5/2023	9/6/2023	8/1/2023	8/8/2023	9/27/2023	8/31/2023 - 9/13/2023
13	9/6/2023 -	9/19/2023	9/20/2023	8/15/2023	8/22/2023	10/11/2023	9/14/2023 - 9/27/2023
14	9/20/2023 -	10/3/2023	10/4/2023	8/29/2023	9/5/2023	10/25/2023	9/28/2023 - 10/11/2023
15	10/4/2023 -	10/17/2023	10/18/2023	9/12/2023	9/19/2023	11/8/2023	10/12/2023 - 10/25/2023
16	10/18/2023 -	10/31/2023	11/1/2023	9/26/2023	10/3/2023	11/22/2023	10/26/2023 - 11/8/2023
17	11/1/2023 -	11/14/2023	11/15/2023	10/10/2023	10/17/2023	12/6/2023	11/9/2023 - 11/22/2023
18	11/15/2023 -	11/28/2023	11/29/2023	10/24/2023	10/31/2023	12/20/2023	11/23/2023 - 12/6/2023
19	11/29/2023 -	12/12/2023	12/13/2023	11/7/2023	11/14/2023	1/3/2024	12/7/2023 - 12/20/2023
20	12/13/2023 -	12/26/2023	12/27/2023	11/21/2023	11/28/2023	1/17/2024	12/21/2023 - 1/3/2024
21	12/27/2023 -	1/9/2024	1/10/2024	12/5/2023	12/12/2023	1/31/2024	1/4/2024 - 1/17/2024
22	1/10/2024 -	1/23/2024	1/24/2024	12/19/2023	12/26/2023	2/14/2024	1/18/2024 - 1/31/2024
23	1/24/2024 -	2/6/2024	2/7/2024	1/2/2024	1/9/2024	2/28/2024	2/1/2024 - 2/14/2024
24	2/7/2024 -	2/20/2024	2/21/2024	1/16/2024	1/23/2024	3/13/2024	2/15/2024 - 2/28/2024
25	2/21/2024 -	3/5/2024	3/6/2024	1/30/2024	2/6/2024	3/27/2024	2/29/2024 - 3/13/2024
26	3/6/2024 -	3/19/2024	3/20/2024	2/13/2024	2/20/2024	4/10/2024	3/14/2024 - 3/27/2024

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,
Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Beth Goulal, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Ramos-Spaziante Benefits Coordinator Ext. 6648