

## FY23 Payroll Lock Out Schedule

### July 2022

M	T	W	Th	F	S	S
				1	2	3
P01: July 1 - July 3						
4 Independence Day  Closed	5	6	7	8 No Entry  SB2 Run	9	10
P02: July 4 - July 17						
11 No Entry	12 No Entry  P01 Run	13	14	15  P01 - SB2 - T23 Pay Day	16	17
P02: July 4 - July 17						
18	19	20	21	22 No Entry	23	24
P03: July 18 - July 31						
25 No Entry	26 No Entry  P02 Run	27	28	29  P02 - T24 Pay Day	30	31
P03: July 18 - July 31						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P01	7/1/2022	7/3/2022	7/12/2022	7/15/2022
P02	7/4/2022	7/17/2022	7/26/2022	7/29/2022
P03	7/18/2022	7/31/2022	8/10/2022	8/15/2022

## FY23 Payroll Lock Out Schedule

August 2022						
M	T	W	Th	F	S	S
1	2	3	4	5	6	7
P04: August 1 - August 14						
8 No Entry	9 No Entry	10 No Entry  P03 Run	11	12	13	14
P04: August 1 - August 14						
15 No Entry DS1 Run  P03 Pay Day	16	17	18	19  DS1 Pay Day	20	21
P05: August 15 - August 28						
22	23	24 No Entry	25 No Entry	26 No Entry  P04 Run	27	28
P05: August 15 - August 28						
29	30	31  P04 Pay Day				
P06: August 29 - September 18 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P03	7/18/2022	7/31/2022	8/10/2022	8/15/2022
P04	8/1/2022	8/14/2022	8/26/2022	8/31/2022
P05	8/15/2022	8/28/2022	9/12/2022	9/15/2022
P06	8/29/2022	9/18/2022	9/27/2022	9/30/2022

## FY23 Payroll Lock Out Schedule

### September 2022

M	T	W	Th	F	S	S
			1	2	3	4
P06: August 29 - September 18 (3 week period)						
5 Labor Day Closed	6	7	8 No Entry	9 No Entry	10	11
P06: August 29 - September 18 (3 week period)						
12 No Entry  P05 Run	13	14	15	16	17	18
P06: August 29 - September 18 (3 week period)						
19	20	21	22	23 No Entry	24	25
P07: September 19 - October 2						
26 No Entry	27 No Entry  P06 Run	28	29	30		
P07: September 19 - October 2						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P05	8/15/2022	8/28/2022	9/12/2022	9/15/2022
P06	8/29/2022	9/18/2022	9/27/2022	9/30/2022
P07	9/19/2022	10/2/2022	10/11/2022	10/14/2022

## FY23 Payroll Lock Out Schedule

### October 2022

M	T	W	Th	F	S	S
					1	2
P07: September 19 - October 2						
3	4	5	6	7 No Entry	8	9
P08: October 3 - October 16						
10 No Entry	11 No Entry P07 Run	12	13	14 P07 Pay Day	15	16
P08: October 3 - October 16						
17	18	19	20	21	22	23
P09: October 17 - October 30						
24 No Entry	25 No Entry	26 No Entry P08 Run	27	28	29	30
P09: October 17 - October 30						
31 P08 Pay Day						
P10: October 31 - November 13						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P07	9/19/2022	10/2/2022	10/11/2022	10/14/2022
P08	10/3/2022	10/16/2022	10/26/2022	10/31/2022
P09	10/17/2022	10/30/2022	11/9/2022	11/15/2022

## FY23 Payroll Lock Out Schedule

### November 2022

M	T	W	Th	F	S	S
	1	2	3	4	5	6
P10: October 31 - November 13						
7 No Entry	8 No Entry	9 No Entry  P09 Run	10	11 Veteran's Day Closed	12	13
P10: October 31 - November 13						
14	15 No Entry @ 12pm  P09 Pay Day	16 No Entry	17 No Entry  P10 Run	18	19	20
P11: November 14 - November 27						
21	22	23	24 Thanksgiving Day  Closed	25 Closed	26	27
P11: November 14 - November 27						
28	29	30  P10 Pay Day				
P12: November 28 - December 11						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P09	10/17/2022	10/30/2022	11/9/2022	11/15/2022
P10	10/31/2022	11/13/2022	11/17/2022	11/30/2022
P11	11/14/2022	11/27/2022	12/12/2022	12/15/2022
P12	11/28/2022	12/11/2022	12/20/2022	12/30/2022

## FY23 Payroll Lock Out Schedule

### December 2022

M	T	W	Th	F	S	S
			1	2	3	4
P12: November 28 - December 11						
5	6	7	8 No Entry	9 No Entry	10	11
P12: November 28 - December 11						
12 No Entry  P11 Run	13	14	15  P11 Pay Day	16 No Entry	17	18
P13: December 12 - January 1 (3 week period)						
19 No Entry	20 No Entry  P12 Run	21	22 Winter Break	23 Winter Break Holiday	24	25
P13: December 12 - January 1 (3 week period)						
26 Winter Break Holiday	27 Winter Break Holiday	28 Winter Break	29 Winter Break	30 Winter Break	31	
				P12 Pay Day		
P13: December 12 - January 1 (3 week period)						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P11	11/14/2022	11/27/2022	12/12/2022	12/15/2022
P12	11/28/2022	12/11/2022	12/20/2022	12/30/2022
P13	12/12/2022	1/1/2023	1/10/2023	1/13/2023

## FY23 Payroll Lock Out Schedule

January 2023						
M	T	W	Th	F	S	S
						1
<b>P13: December 12 - January 1 (3 week period)</b>						
2 New Year's Day Closed	3 Winter Break	4 Winter Break	5	6 No Entry @ 12pm	7	8
<b>P14: January 2 - January 15</b>						
9 No Entry	10 No Entry  P13 Run	11	12	13  P13 Pay Day	14	15
<b>P14: January 2 - January 15</b>						
16 MLK Day Closed	17	18	19	20	21	22
<b>P15: January 16 - January 29</b>						
23	24 No Entry	25 No Entry	26 No Entry  P14 Run	27	28	29
<b>P15: January 16 - January 29</b>						
30	31  P14 Pay Day					
<b>P16: January 30 - February 12</b>						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P13	12/12/2022	1/1/2023	1/10/2023	1/13/2023
P14	1/2/2023	1/15/2023	1/26/2023	1/31/2023
P15	1/16/2023	1/29/2023	2/10/2023	2/15/2023
P16	1/30/2023	2/12/2023	2/23/2023	2/28/2023

## FY23 Payroll Lock Out Schedule

### February 2023

M	T	W	Th	F	S	S
		1	2	3	4	5
P16: January 30 - February 12						
6	7	8 No Entry	9 No Entry	10 No Entry  P15 Run	11	12
P16: January 30 - February 12						
13	14	15  P15 Pay Day	16	17	18	19
P17: February 13 - February 26						
20	21 No Entry	22 No Entry	23 No Entry  P16 Run	24	25	26
P17: February 13 - February 26						
27	28  P16 Pay Day					
P18: February 27 - March 19 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P15	1/16/2023	1/29/2023	2/10/2023	2/15/2023
P16	1/30/2023	2/12/2023	2/23/2023	2/28/2023
P17	2/13/2023	2/26/2023	3/10/2023	3/15/2023
P18	2/27/2023	3/19/2023	3/28/2023	3/31/2023

## FY23 Payroll Lock Out Schedule

### March 2023

M	T	W	Th	F	S	S
		1	2	3	4	5
P18: February 27 - March 19 (3 week period)						
6	7	8 No Entry	9 No Entry	10 No Entry  P17 Run	11	12
P18: February 27 - March 19 (3 week period)						
13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break	17 Spring Break	18	19
P17 Pay Day						
P18: February 27 - March 19 (3 week period)						
20	21	22	23	24 No Entry	25	26
P19: March 20 - April 2						
27 No Entry	28 No Entry  P18 Run	29	30	31		
P18 Pay Day						
P19: March 20 - April 2						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P17	2/13/2023	2/26/2023	3/10/2023	3/15/2023
P18	2/27/2023	3/19/2023	3/28/2023	3/31/2023
P19	3/20/2023	4/2/2023	4/11/2023	4/14/2023

## FY23 Payroll Lock Out Schedule

### April 2023

M	T	W	Th	F	S	S
					1	2
P19: March 20 - April 2						
3	4	5	6	7 No Entry	8	9
P20: April 3 - April 16						
10 No Entry	11 No Entry P19 Run	12	13	14 P19 Pay Day	15	16
P20: April 3 - April 16						
17	18	19	20	21 No Entry	22	23
P21: April 17 - April 30						
24 No Entry	25 No Entry P20 Run	26	27	28 P20 Pay Day	29	30
P21: April 17 - April 30						

#### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P19	3/20/2023	4/2/2023	4/11/2023	4/14/2023
P20	4/3/2023	4/16/2023	4/25/2023	4/28/2023
P21	4/17/2023	4/30/2023	5/10/2023	5/15/2023

## FY23 Payroll Lock Out Schedule

### May 2023

M	T	W	Th	F	S	S
1	2	3	4	5	6	7
P22: May 1 - May 14						
8 No Entry	9 No Entry	10 No Entry  P21 Run	11	12	13	14
P22: May 1 - May 14						
15  P21 Pay Day	16	17	18	19	20	21
P23: May 15 - June 4 (3 week period)						
22	23 No Entry	24 No Entry	25 No Entry  P22 Run	26	27	28
P23: May 15 - June 4 (3 week period)						
29 Memorial Day Closed	30	31  P22 Pay Day				
P23: May 15 - June 4 (3 week period)						

### Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P21	4/17/2023	4/30/2023	5/10/2023	5/15/2023
P22	5/1/2023	5/14/2023	5/25/2023	5/31/2023
P23	5/15/2023	6/4/2023	6/12/2023	6/15/2023

## FY23 Payroll Lock Out Schedule

### June 2023

M	T	W	Th	F	S	S
			1	2	3	4
<b>P23: May 15 - June 4 (3 week period)</b>						
5	6	7	8 No Entry	9 No Entry	10	11
<b>P24: June 5 - June 30 (3+ week period)</b>						
12 No Entry  P23 Run	13	14	15	16	17	18
<b>P24: June 5 - June 30 (3+ week period)</b>						
19	20	21 No Entry	22 No Entry	23 No Entry  P24 Run	24	25
<b>P24: June 5 - June 30 (3+ week period)</b>						
26 No Entry  SB1 Run	27 No Entry  T23 Run	28 No Entry  T24 Run	29 YE Roll No Entry	30 YE Roll No Entry  P24 - SB1 Pay Day		
<b>P24: June 5 - June 30 (3+ week period)</b>						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P23	5/15/2023	6/4/2023	6/12/2023	6/15/2023
P24	6/5/2023	6/30/2023	6/23/2023	6/30/2023
T23			6/27/2023	7/14/2023
T24			6/28/2023	7/31/2023
<b>***Project time exceptions from 6/21 through 6/30 and input before P24 lockout***</b>				