



2022-2023

# Semi Monthly Payroll Dates

Semi-monthly pay dates are on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, the pay date will fall on the Friday prior.

Las fechas de pago son los días 10 y 25 de cada mes. Si el día 10 o 25 cae en fin de semana, se le pagará el viernes anterior.

## SEPTEMBER:

08/16 - 08/31 = 9/09 PAYCHECK  
09/01 - 09/15 = 9/23 PAYCHECK

## OCTOBER:

9/16 - 9/30 = 10/07 PAYCHECK  
10/01 - 10/15 = 10/25 PAYCHECK

## NOVEMBER:

10/16 - 10/31 = 11/10 PAYCHECK  
11/01 - 11/15 = 11/18 PAYCHECK

## DECEMBER:

11/16 - 11/30 = 12/09 PAYCHECK  
12/01 - 12/15 = 12/16 PAYCHECK

## JANUARY:

12/16 - 12/31 = 1/10 PAYCHECK  
1/01 - 1/15 = 1/25 PAYCHECK

## FEBRUARY:

1/16 - 1/31 = 2/10 PAYCHECK  
2/01 - 2/15 = 2/24 PAYCHECK

## MARCH:

02/16 - 02/28 = 03/10 PAYCHECK  
03/01 - 03/15 = 03/24 PAYCHECK

## APRIL:

03/16 - 03/31 = 04/10 PAYCHECK  
04/01 - 04/15 = 04/25 PAYCHECK

## MAY:

04/16 - 04/30 = 05/10 PAYCHECK  
05/01 - 05/15 = 05/25 PAYCHECK

## JUNE:

05/16 - 05/31 = 06/09 PAYCHECK  
06/01 - 06/15 = 06/23 PAYCHECK

## JULY:

06/16 - 06/30 = 07/10 PAYCHECK  
07/01 - 07/15 = 07/25 PAYCHECK

## AUGUST:

07/16 - 07/31 = 08/10 PAYCHECK  
08/01 - 08/15 = 08/25 PAYCHECK

### Supplemental Pay 1<sup>st</sup> - 15<sup>th</sup>:

Pay sheets must be submitted to Payroll by the last day of the month.

### Supplemental Pay 16<sup>th</sup> - 30<sup>th</sup>/31<sup>st</sup>:

Pay sheets must be submitted to payroll by the 15th of the following month or last business day prior, if the 15th falls on a weekend or holiday

### Pago suplementario del 1 al 15:

Las hojas de pago deben enviarse a al departamento de payroll antes del último día del mes.

### Pago suplementario del 16 al 30/31:

Las hojas de pago deben enviarse al departamento de payroll antes del día 15 del mes siguiente o el último día hábil anterior si el día 15 cae en un fin de semana o feriado

*Pay Sheets received after the deadline will be processed on the next scheduled pay date.*

*Las hojas de pago recibidas después de la fecha límite se procesarán en la próxima fecha de pago programada.*

For Questions or Concerns Please Call or Email  
Si tiene preguntas o inquietudes, llame o envíe un correo electrónico

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