**FY2023 Payroll Deadlines**

**Students, Hourly and Non-Student Non-regular (NSNR) Employees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Period** | **Employees**  **Time Entry**  **(1)** | **Supervisors**  **Time Approval**  **(2)** | **Pay Date** |
| Sep 1-15 | Sep 15 | Sep 20 | Sep 30 |
| Sep 16-30 | Sep 30 | Oct 5 | Oct 17 |
| Oct 1-15 | Oct 15 | Oct 18 | Oct 31 |
| Oct 16-31 | Oct 31 | Nov 3 | Nov 15 |
| Nov 1-15 | Nov 15 | Nov 17**\*** | Nov 30 |
| Nov 16-30 | Nov 30 | Dec 6 | Dec 15 |
| Dec 1-15 | Dec 15 | Dec-18 **\*** | Dec 30 **\*(3)** |
| Dec 16-31 | Dec 31 | Jan 4 **\*** | Jan 16 |
| Jan 1-15 | Jan 15 | Jan 18 | Jan 31 |
| Jan 16-31 | Jan 31 | Feb 5 | Feb 15 |
| Feb 1-15 | Feb 15 | Feb 16 **\*** | Feb 28 |
| Feb 16-28 | Feb 28 | Mar 5 | Mar 15 |
| Mar 1-15 | Mar 15 | Mar 19 **\*** | Mar 31 |
| Mar 16-31 | Mar 31 | Apr 4 | Apr 17 |
| Apr 1-15 | Apr 14 | Apr 18 | Apr 28 |
| Apr 16-30 | Apr 30 | May 4 | May 15 |
| May 1-15 | May 15 | May 17 | May 31 |
| May 16-31 | May 31 | Jun 6 | Jun 15 |
| June 1-15 | Jun 15 | Jun 18 | Jun 30 |
| June 16-30 | Jun 30 | Jul 5 | Jul 17 |
| July 1-15 | Jul 15 | Jul 18 | Jul 31 |
| July 16-31 | Jul 31 | Aug 6 | Aug 15 |
| Aug 1-15 | Aug 15 | Aug 20 | Aug 31 |
| Aug 16-31 | Aug 31 | Sep 6 **\*** | Sep 15 |

1. **Employees**: Time Entry for the current pay period is due on the current pay period end date: For example, the Pay Period 9/1 – 9/**15**, the time entry is due by **9/15**. Any time entered after the above due dates will be processed the following pay date.
2. **Supervisors**: Any time approved after the dates indicated above, will be processed the following pay date.
3. **Special payment instructions for the December 30, 2022 pay date only:**

* **Direct Deposit (ACH)** - Employees will receive their automatic bank deposit as usual.
* **Paper Checks** will be mailed to your home address on file, on pay day via the U.S. Postal Service. Employees must send an email by December 14, 2022 to: [payroll@txstate.edu](mailto:payroll@txstate.edu) to request their check to be pick-up at SBS beginning January 2, 2023 when the University reopens for business; or enroll in direct deposit no later than December 18, 2022.

**\* Time approvals for the period deviate from the normal Schedule - Pay attention to these deadlines. \***

Provide each Student, Hourly and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website.

For other payroll information, view our website at: <http://www.txstate.edu/payroll/>, call (512) 245-2543 or visit us in the **JC Kellam Building, 5th floor, Room 582.**