

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

2023 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<i>Payroll #</i>	<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAYDATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
24	88	12-01 thru 12-15	12-30-22	12-19-22	12-21-22
1	88	12-16 thru 12-31	01-13-23	01-04-23	01-06-23
2	80	01-01 thru 01-15	01-31-23	01-18-23	01-20-23
3	96	01-16 thru 01-31	02-15-23	02-03-23	02-07-23
4	88	02-01 thru 02-15	02-28-23	02-17-23	02-21-23
5	72	02-16 thru 02-28	03-15-23	03-03-23	03-07-23
6	88	03-01 thru 03-15	03-31-23	03-20-23	03-22-23
7	96	03-16 thru 03-31	04-14-23	04-04-23	04-06-23
8	80	04-01 thru 04-15	04-28-23	04-18-23	04-20-23
9	80	04-16 thru 04-30	05-15-23	05-03-23	05-05-23
10	88	05-01 thru 05-15	05-31-23	05-17-23	05-19-23
11	96	05-16 thru 05-31	06-15-23	06-05-23	06-07-23
12	88	06-01 thru 06-15	06-30-23	06-20-23	06-22-23
13	88	06-16 thru 06-30	07-14-23	07-03-23	07-05-23
14	80	07-01 thru 07-15	07-31-23	07-19-23	07-21-23
15	88	07-16 thru 07-31	08-15-23	08-03-23	08-07-23
16	88	08-01 thru 08-15	08-31-23	08-17-23	08-21-23
17	96	08-16 thru 08-31	09-15-23	09-05-23	09-07-23
18	88	09-01 thru 09-15	09-29-23	09-19-23	09-21-23
19	80	09-16 thru 09-30	10-13-23	10-04-23	10-06-23
20	80	10-01 thru 10-15	10-31-23	10-18-23	10-20-23
21	96	10-16 thru 10-31	11-15-23	11-03-23	11-07-23
23	88	11-01 thru 11-15	11-30-23	11-17-23	11-21-23
23	88	11-16 thru 11-30	12-15-23	12-05-23	12-07-23
24	88	12-01 thru 12-15	12-29-23	12-18-23	12-20-23