

2023 LWTech Payroll Calendar

- ✓ You **MUST** follow the due dates so that Payroll Services can enter and process information into the system most efficiently.
- ✓ Payroll Services does not process information received **AFTER** the due date until your **NEXT** payroll.
- ✓ Keep this calendar for daily reference.

Employees: Submit Time and Leave Reports to supervisor by 4:30 p.m. the last day worked in the pay period (15th and last day of the month).

Supervisors: Submit approved Time and Leave Reports to payroll by 4:30 p.m. the first business day after pay period ends (1st and 16th).

Pay Period	Due Date	Pay Date
01/01/23 through 01/15/23	01/15/23	01/25/23
01/16/23 through 01/31/23	01/31/23	02/10/23
02/01/23 through 02/15/23	02/15/23	02/24/23
02/16/23 through 02/28/23	02/28/23	03/10/23
03/01/23 through 03/15/23	03/15/23	03/24/23
03/16/23 through 03/31/23	03/31/23	04/10/23
04/01/23 through 04/15/23	04/15/23	04/25/23
04/16/23 through 04/30/23	04/30/23	05/10/23
05/01/23 through 05/15/23	05/15/23	05/25/23
05/16/23 through 05/31/23	05/31/23	06/09/23
06/01/23 through 06/15/23	06/15/23	06/26/23
06/16/23 through 06/30/23	06/30/23	07/10/23
07/01/23 through 07/15/23	07/15/23	07/25/23
07/16/23 through 07/31/23	07/31/23	08/10/23
08/01/23 through 08/15/23	08/15/23	08/25/23
08/16/23 through 08/31/23	08/31/23	09/11/23
09/01/23 through 09/15/23	09/15/23	09/25/23
09/16/23 through 09/30/23	09/30/23	10/10/23
10/01/23 through 10/15/23	10/15/23	10/25/23
10/16/23 through 10/31/23	10/31/23	11/09/23
11/01/23 through 11/15/23	11/15/23	11/22/23
11/16/23 through 11/30/23	11/30/23	12/11/23
12/01/23 through 12/15/23	12/15/23	12/22/23
12/16/23 through 12/31/23	12/31/23	01/10/24