

## WesternU 2023 Payroll Calendar

| Hourly Period<br>Dates | Hourly Timecard<br>Approval | Salary Period<br>Dates | Salary Timecard<br>Approval | University Holidays              | Payroll # | Pay Date |
|------------------------|-----------------------------|------------------------|-----------------------------|----------------------------------|-----------|----------|
| 12/19 - 01/01/23       | 01/02/23*                   | 12/26 - 01/08/23       | 01/11/23                    | New Year's Day Observed 01/02    | 1         | 01/06/23 |
| 01/02 - 01/15/23       | 01/16/23*                   | 01/09 - 01/22/23       | 01/25/23                    | Dr. Martin Luther King Day 01/16 | 2         | 01/20/23 |
| 01/16 - 01/29/23       | 01/30/23                    | 01/23 - 02/05/23       | 02/08/23                    |                                  | 3         | 02/03/23 |
| 01/30 - 02/12/23       | 02/13/23                    | 02/06 - 02/19/23       | 02/22/23                    | Presidents' Day 02/20            | 4         | 02/17/23 |
| 02/13 - 02/26/23       | 02/27/23                    | 02/20 - 03/05/23       | 03/08/23                    |                                  | 5         | 03/03/23 |
| 02/27 - 03/12/23       | 03/13/23                    | 03/06 - 03/19/23       | 03/22/23                    |                                  | 6         | 03/17/23 |
| 03/13 - 03/26/23       | 03/27/23                    | 03/20 - 04/02/23       | 04/05/23                    |                                  | 7         | 03/31/23 |
| 03/27 - 04/09/23       | 04/10/23                    | 04/03 - 04/16/23       | 04/19/23                    |                                  | 8         | 04/14/23 |
| 04/10 - 04/23/23       | 04/24/23                    | 04/17 - 04/30/23       | 05/03/23                    |                                  | 9         | 04/28/23 |
| 04/24 - 05/07/23       | 05/08/23                    | 05/01 - 05/14/23       | 05/17/23                    |                                  | 10        | 05/12/23 |
| 05/08 - 05/21/23       | 05/22/23                    | 05/15 - 05/28/23       | 05/31/23                    |                                  | 11        | 05/26/23 |
| 05/22 - 06/04/23       | 06/05/23                    | 05/29 - 06/11/23       | 06/14/23                    | Memorial Day 05/29               | 12        | 06/09/23 |
| 06/05 - 06/18/23       | 06/19/23*                   | 06/12 - 06/25/23       | 06/28/23                    | Juneteenth Day 06/19             | 13        | 06/23/23 |
| 06/19 - 07/02/23       | 07/03/23*                   | 06/26 - 07/09/23       | 07/12/23                    | Independence Day 07/04           | 14        | 07/07/23 |
| 07/03 - 07/16/23       | 07/17/23                    | 07/10 - 07/23/23       | 07/26/23                    |                                  | 15        | 07/21/23 |
| 07/17 - 07/30/23       | 07/31/23                    | 07/24 - 08/06/23       | 08/09/23                    |                                  | 16        | 08/04/23 |
| 07/31 - 08/13/23       | 08/14/23                    | 08/07 - 08/20/23       | 08/23/23                    |                                  | 17        | 08/18/23 |
| 08/14 - 08/27/23       | 08/28/23                    | 08/21 - 09/03/23       | 09/06/23                    |                                  | 18        | 09/01/23 |
| 08/28 - 09/10/23       | 09/11/23                    | 09/04 - 09/17/23       | 09/20/23                    | Labor Day 09/04                  | 19        | 09/15/23 |
| 09/11 - 09/24/23       | 09/25/23                    | 09/18 - 10/01/23       | 10/04/23                    |                                  | 20        | 09/29/23 |
| 09/25 - 10/08/23       | 10/09/23*                   | 10/02 - 10/15/23       | 10/18/23                    | Indigenous Peoples' Day 10/9     | 21        | 10/13/23 |
| 10/09 - 10/22/23       | 10/23/23                    | 10/16 - 10/29/23       | 11/01/23                    |                                  | 22        | 10/27/23 |
| 10/23 - 11/05/23       | 11/06/23                    | 10/30 - 11/12/23       | 11/15/23                    | Veterans Day Observed 11/10      | 23        | 11/09/23 |
| 11/06 - 11/19/23       | 11/20/23*                   | 11/13 - 11/26/23       | 11/29/23                    | Thanksgiving 11/23 & 11/24       | 24        | 11/24/23 |
| 11/20 - 12/03/23       | 12/04/23                    | 11/27 - 12/10/23       | 12/13/23                    |                                  | 25        | 12/08/23 |
| 12/04 - 12/17/23       | 12/18/23*                   | 12/11 - 12/24/23       | 12/27/23                    | Christmas Day 12/25              | 26        | 12/22/23 |
| 12/18 - 12/31/23       | 01/02/24*                   | 12/25 - 01/07/24       | 01/10/24                    | New Year's Day 01/01             | 1         | 01/05/24 |

\*Approval required on last day worked due to holiday

Salary timecards are submitted after the pay period ends and are reflected on the following pay statement