

2022-2023 END OF MONTH PAYROLL DEADLINES

Following is the schedule of due dates, payroll submission dates and check dates for end of month payroll changes. New hire paperwork, changes, terminations, and excess leave docks should be turned in to Payroll as they occur in order to allow time to review and process necessary items prior to balancing and submitting completed payroll to PCOE by the County Office deadlines. [If there are items to submit after the date due to Payroll, but prior to Payroll submitting to PCOE, please check with Payroll to see if they are able to accommodate the late submissions.](#)

LEAVE DOCKS DUE TO PAYROLL (BY 3 PM)	LAST DAY TO SUBMIT CHANGES TO PAYROLL (BY 3 PM)	DUE TO PCOE FROM PAYROLL (BY 4PM)	CHECK DATES
7/18/22	7/19/22	7/22/22	7/29/22
8/18/22	8/19/22	8/24/22	8/31/22
9/19/22	9/20/22	9/23/22	9/30/22
10/18/22	10/19/22	10/24/22	10/31/22
11/16/22	11/17/22	11/22/22	11/30/22
12/13/22	12/13/22	12/16/22 Jan Def 12/15/22 Bus	1/3/23 (Bus Drivers 12/30/22)
1/18/23	1/19/23	1/24/23	1/31/23
2/15/23	2/15/23	2/21/23	2/28/23
3/20/23	3/21/23	3/24/23	3/31/23
4/17/23	4/18/23	4/21/23	4/28/23
5/18/23	5/19/23	5/24/23	5/31/23
6/19/23	6/20/23	6/23/23	6/30/23

Revised 7/6/22