

Payroll Timelines - FY2023

Building/Department Packets Due	Period Start	Period End	Pay Date
June 23rd	June 6th	June 20th	July 5th
July 8th	June 21st	July 5th	July 20th
July 25th	July 6th	July 20th	August 5th
August 10th	July 21st	August 5th	August 19th
August 24th	August 6th	August 20th	September 2nd
September 8th	August 21st	September 5th	September 20th
September 23rd	September 6th	September 20th	October 5th
October 10th	September 21st	October 5th	October 20th
October 25th	October 6th	October 20th	November 4th
November 9th	October 21st	November 5th	November 18th
November 22nd	November 6th	November 20th	December 5th
December 8th	November 21st	December 5th	December 20th
December 16th	December 6th	December 20th	January 5th
January 10th	December 21st	January 5th	January 20th
January 25th	January 6th	January 20th	February 3rd
February 8th	January 21st	February 5th	February 17th
February 23rd	February 6th	February 20th	March 3rd
March 8th	February 21st	March 5th	March 20th
March 23rd	March 6th	March 20th	April 5th
April 10th	March 21st	April 5th	April 20th
April 25th	April 6th	April 20th	May 5th
May 10th	April 21st	May 5th	May 19th
May 24th	May 6th	May 20th	June 5th
June 8th	May 21st	June 5th	June 20th
June 23rd	June 6th	June 20th	July 5th
July 10th	June 21st	July 5th	July 20th
July 25th	July 6th	July 20th	August 4th
August 9th	July 21st	August 5th	August 18th

Building's or Department's Administrators should establish the timeline for employees to submit timesheets to accommodate the payroll timelines

Important Dates

	Date	Calendar Year
First Pay for FY23 Contract: Exempt/260 LSSA	July 5th	2022
First Pay for FY23 Contract: Admin	August 5th	2022
First Pay for FY23 Contract: LEA/under 260 LSSA	September 2nd	2022
Benefits Open Enrollment	TBD	2022
Fall Athletic and Extracurricular Supplementals	November 4th	2022
New Benefit deductions Begin (except HSA/FSA)	December 5th	2022
Annual Supplementals 1st Payment	December 5th	2022
New Enrollment FSA /HSA deductions Begin	January 5th	2023
Winter Athletic and Extracurricular Supplementals	February 17th	2023
Annual Supplementals 2nd Payment	May 5th	2023
Spring Athletic and Extracurricular Supplementals	May 19th	2023
Last Pay LSSA Employees 4 hours or less	June 20th	2023
Last Pay for FY23 Contract: Exempt/260 LSSA	June 20th	2023
Last Pay for FY23 Contract: Admin	July 20th	2023
Last Pay for FY23 Contract: LEA/under 260 LSSA	August 18th	2023