

| 2023 Full-time Pay Periods and Approval Deadlines |                |  |
|---|----------------|--|
| Pay Period Start                                  | Pay Period End | Timecard Approval Due by 10am for both Employees and Supervisors |
| 12/25/22  | 01/09/23       | 01/09/23   |
| 01/10/23  | 01/24/23       | 01/25/23   |
| 01/25/23  | 02/09/23       | 02/10/23   |
| 02/10/23  | 02/24/23       | 02/24/23   |
| 02/25/23  | 03/09/23       | 03/10/23   |
| 03/10/23  | 03/24/23       | 03/27/23   |
| 03/25/23  | 04/09/23       | 04/10/23   |
| 04/10/23  | 04/24/23       | 04/25/23   |
| 04/25/23  | 05/09/23       | 05/10/23   |
| 05/10/23  | 05/24/23       | 05/25/23   |
| 05/25/23  | 06/09/23       | 06/12/23   |
| 06/10/23  | 06/24/23       | 06/26/23   |
| 06/25/23  | 07/09/23       | 07/10/23   |
| 07/10/23  | 07/24/23       | 07/25/23   |
| 07/25/23  | 08/09/23       | 08/10/23   |
| 08/10/23  | 08/24/23       | 08/25/23   |
| 08/25/23  | 09/09/23       | 09/11/23   |
| 09/10/23  | 09/24/23       | 09/25/23   |
| 09/25/23  | 10/09/23       | 10/10/23   |
| 10/10/23  | 10/24/23       | 10/25/23   |
| 10/25/23  | 11/09/23       | 11/10/23   |
| 11/10/23  | 11/24/23       | 11/27/23   |
| 11/25/23  | 12/09/23       | 12/11/23   |
| 12/10/23  | 12/24/23       | 12/22/23   |

| 80 Hour Schedule Period for Exempt Employees<br>(2 Week Work Period, Monday-Sunday) |                   |
|---|-------------------|
| 1/02/23-1/15/23   | 7/17/23-7/30/23   |
| 1/16/23-1/29/23   | 7/31/23-8/13/23   |
| 1/30/23-2/12/23   | 8/14/23-8/27/23   |
| 2/13/23-2/26/23   | 8/28/23-9/10/23   |
| 2/27/23-3/12/23   | 9/11/23-9/24/23   |
| 3/13/23-3/26/23   | 9/25/23-10/08/23  |
| 3/27/23-4/09/23   | 10/09/23-10/22/23 |
| 4/10/23-4/23/23   | 10/23/23-11/05/23 |
| 4/24/23-5/07/23   | 11/06/23-11/19/23 |
| 5/08/23-5/21/23   | 11/20/23-12/03/23 |
| 5/22/23-6/04/23   | 12/04/23-12/17/23 |
| 6/05/23-6/18/23   | 12/18/23-12/31/23 |
| 6/19/23-7/02/23   |                   |
| 7/03/23-7/16/23   |                   |

Semi-monthly pay periods end the 9th and 24th of each month.

MyTime timecards for semi-monthly employees (non-wage and non-student) must be completed and fully approved by no later than **10am** the day after the pay period's close. If the approval deadline falls on a weekend/holiday, approval is due next business day. **Please note the highlighted dates where approvals are due earlier than the day after the pay period close in order to meet Cardinal payroll deadlines.**