

Deadlines Subject to Change: Final Version E-Mailed Monthly

February 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | |
|--------|---------------------------------------|--|---|---|--|----------|--------|------------|------------------|--------|-----|---------------|---------------|-----------------|-----|---------------|---------------|---------------|-----|---------------|---------------|---------------|-----|---------------|---------------|-----------------|
| | | | 1 SM4& MN2 Open for Entry | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 SM3 Entry Closes at Noon | 7 SM3 Ded Upload by Noon Approval by 3:00 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 GATA MN2 EPAFs Completed | 14 | 15 Contracts/PSAs Due in Payroll Faculty FLAC/EPAFs Submitted by 1pm PAYDAY SM3 | 16 SM5 Open for Entry SM4& MN2 Entry Closes at Noon | 17 SM4& MN2 Ded Upload by Noon Approval by 3:00 | 18 | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 BANKS CLOSED Presidents' Day | 21 | 22 No Manual Cks | 23 No Manual Cks | 24 | 25 | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Pay ID</th> <th style="width: 15%;">Work Cycle</th> <th style="width: 15%;">Time Entry Dates</th> <th style="width: 15%;">Payday</th> </tr> </thead> <tbody> <tr> <td>SM3</td> <td>01/16 - 01/31</td> <td>01/16 - 02/06</td> <td>02/15 Wednesday</td> </tr> <tr> <td>SM4</td> <td>02/01 - 02/15</td> <td>02/01 - 02/16</td> <td>02/28 Tuesday</td> </tr> <tr> <td>MN2</td> <td>02/01 - 02/28</td> <td>02/01 - 02/16</td> <td>02/28 Tuesday</td> </tr> <tr> <td>SM5</td> <td>02/16 - 02/28</td> <td>02/16 - 03/06</td> <td>03/15 Wednesday</td> </tr> </tbody> </table> | | | | Pay ID | Work Cycle | Time Entry Dates | Payday | SM3 | 01/16 - 01/31 | 01/16 - 02/06 | 02/15 Wednesday | SM4 | 02/01 - 02/15 | 02/01 - 02/16 | 02/28 Tuesday | MN2 | 02/01 - 02/28 | 02/01 - 02/16 | 02/28 Tuesday | SM5 | 02/16 - 02/28 | 02/16 - 03/06 | 03/15 Wednesday |
| Pay ID | Work Cycle | Time Entry Dates | Payday | | | | | | | | | | | | | | | | | | | | | | | |
| SM3 | 01/16 - 01/31 | 01/16 - 02/06 | 02/15 Wednesday | | | | | | | | | | | | | | | | | | | | | | | |
| SM4 | 02/01 - 02/15 | 02/01 - 02/16 | 02/28 Tuesday | | | | | | | | | | | | | | | | | | | | | | | |
| MN2 | 02/01 - 02/28 | 02/01 - 02/16 | 02/28 Tuesday | | | | | | | | | | | | | | | | | | | | | | | |
| SM5 | 02/16 - 02/28 | 02/16 - 03/06 | 03/15 Wednesday | | | | | | | | | | | | | | | | | | | | | | | |