

January 2023

22 working day
176 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 New Year's Day CSU Holiday	3 Bi-weekly TCP approvals for PPE 12/30 due 11:59 PM	4	5 Bi-weekly Payroll Processing	6 Bi-weekly Payroll Processing	7
8	9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 12/31 due 11:59 PM Bi-weekly pay stops by 11:00 AM	11	12	13 Bi-weekly Pay Day for PPE 12/30 Bi-weekly Pay Period End	14
15	16 Martin Luther King, Jr Birthday CSU Holiday	17 Bi-weekly TCP approvals for PPE 1/13 due 10 AM Bi-weekly Payroll Processing Spring classes begin	18 Bi-weekly Payroll Processing Monthly Payroll Processing	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21
22	23	24 Bi-weekly pay stops by 11:00 AM	25	26 Monthly pay stops by 11:00 AM	27 Bi-weekly Pay Day for PPE 1/13 Bi-weekly Pay Period End	28
29	30	31 Bi-weekly TCP approvals for PPE 1/27 due 11:59 PM Monthly Pay Day				

NOTES: **Any paper work submitted for a Salaried Employee after this date may result in a delay in payment and delay in the posting of their retirement.

February 2023

20 working day
160 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Bi-weekly Payroll Processing	3 Bi-weekly Payroll Processing	4
5	6	7 Bi-weekly pay stops by 11:00 AM	8	9	10 Bi-weekly Pay Day for PPE 1/27 Bi-weekly Pay Period End **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 1/31 due 11:59 PM	11
12	13	14 Bi-weekly TCP approvals for PPE 2/10 due 11:59 PM	15	16 Bi-weekly Payroll Processing	17 Bi-weekly Payroll Processing	18
19	20 Washington's Birthday Banks Closed Monthly Payroll Processing	21 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	22 Monthly Payroll Processing	23 Monthly pay stops by 11:00 AM	24 Bi-weekly Pay Day for PPE 2/10 Bi-weekly Pay Period End	25
26	27	28 Bi-weekly TCP approvals for PPE 2/24 due 11:59 PM Monthly Pay Day				

NOTES: **Any paper work submitted for a Salaried Employee after this date may result in a delay in payment and delay in the posting of their retirement.

March 2023

23 working day
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Bi-weekly Payroll Processing	3 Bi-weekly Payroll Processing	4
5	6	7 Bi-weekly pay stops by 11:00 AM	8	9	10 Bi-weekly Pay Day for PPE 2/24 Bi-weekly Pay Period End **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 2/28 due 11:59 PM	11
12	13	14 Bi-weekly TCP approvals for PPE 3/10 due 11:59 PM	15	16 Bi-weekly Payroll Processing	17 Bi-weekly Payroll Processing	18
	CSU Spring Break					
19	20 Monthly Payroll Processing	21 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	22 Monthly Payroll Processing	23	24 Bi-weekly Pay Day for PPE 3/10 Bi-weekly Pay Period End	25
26	27	28 Bi-weekly TCP approvals for PPE 3/24 due 11:59 PM Monthly pay stops by 11:00 AM	29	30 Bi-weekly Payroll Processing	31 Bi-weekly Payroll Processing Monthly Pay Day	

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April 2023

20 working day
160 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Bi-weekly pay stops by 11:00 AM	5	6	7 Bi-weekly Pay Day for PPE 3/24 Bi-weekly Pay Period End	8
9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 3/31 due 11:59 PM	11 Bi-weekly TCP approvals for PPE 4/7 due 11:59 PM	12	13 Bi-weekly Payroll Processing	14 Bi-weekly Payroll Processing	15
16	17	18 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21 Bi-weekly Pay Day for PPE 4/7 Bi-weekly Pay Period End	22
23	24	25 Bi-weekly TCP approvals for PPE 4/21 due 11:59 PM Monthly pay stops by 11:00 AM	26	27 Bi-weekly Payroll Processing	28 Bi-weekly Payroll Processing Monthly Pay Day	29
30						

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May 2023

23 working day
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		Bi-weekly pay stops by 11:00 AM			Bi-weekly Pay Day for PPE 4/21 Bi-weekly Pay Period End	
					Last day of spring classes	
7	8	9	10	11	12	13
		Bi-weekly TCP approvals for PPE 5/5 due 11:59 PM	**Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 4/30 due 11:59 PM	Bi-weekly Payroll Processing	Bi-weekly Payroll Processing	
	FINAL EXAMS					
14	15	16	17	18	19	20
			Monthly Payroll Processing	Monthly Payroll Processing	Bi-weekly Pay Day for PPE 5/5 Bi-weekly Pay Period End Monthly Payroll Processing	
	Summer classes start	Bi-weekly pay stops by 11:00 AM				
21	22	23	24	25	26	27
		Bi-weekly TCP approvals for PPE 5/19 due 11:59 PM	Bi-weekly Payroll Processing	Bi-weekly Payroll Processing		
			Monthly pay stops by 9:00 AM			
28	29	30	31			
	Memorial Day CSU Holiday Banks closed		Monthly Pay Day			
		Bi-weekly pay stops by 11:00 AM				

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June 2023

22 working day
176 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Bi-weekly Pay Day for PPE 5/19 Bi-weekly Pay Period End	3
4	5	6 Bi-weekly TCP approvals for PPE 6/2 due 11:59 PM	7	8 Bi-weekly Payroll Processing	9 Bi-weekly Payroll Processing **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 5/31 due 11:59 PM	10
11	12	13 Bi-weekly pay stops by 11:00 AM	14 Monthly Payroll Processing	15 Monthly Payroll Processing	16 Bi-weekly Pay Day for PPE 6/2 Bi-weekly Pay Period End Monthly Payroll Processing	17
18	19 Juneteenth Observed Banks closed CSU HOLIDAY	20 Bi-weekly TCP approvals for PPE 6/16 due 11:59 PM	21	22 Bi-weekly Payroll Processing	23 Bi-weekly Payroll Processing	24
25	26	27 Monthly pay stops by 11:00 AM Bi-weekly pay stops by 11:00 AM	28	29	30 Bi-weekly Pay Day for PPE 6/16 Bi-weekly Pay Period End Last day to request PPDAs for FY 23 Monthly Pay Day	

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July 2023

21 working day
168 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 CSU Holiday	4 Independence Day CSU Holiday Banks closed	5 Bi-weekly TCP approvals for PPE 6/30 due 10:00 AM	6 Bi-weekly Payroll Processing	7 Bi-weekly Payroll Processing	8
9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 6/30 due 11:59 PM	11 Bi-weekly pay stops by 11:00 AM	12	13	14 Bi-weekly Pay Day for PPE 6/30 Bi-weekly Pay Period End	15
16	17 Bi-weekly TCP approvals for PPE 7/14 due 10 AM Bi-weekly Payroll Processing	18 Bi-weekly Payroll Processing	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21 Monthly Payroll Processing	22
23	24	25 Bi-weekly pay stops by 11:00 AM	26 Monthly pay stops by 11:00 AM	27	28 Bi-weekly Pay Day for PPE 7/14 Bi-weekly Pay Period End	29
30	31 Monthly Pay Day					

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August 2023

23 working day
184 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Bi-weekly TCP approvals for PPE 7/28 due 11:59 PM	2	3 Bi-weekly Payroll Processing	4 Bi-weekly Payroll Processing	5
					Summer classes end	
6	7	8 Bi-weekly pay stops by 11:00 AM	9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 7/31 due 11:59 PM	11 Bi-weekly Pay Day for PPE 7/28 Bi-weekly Pay Period End	12
13	14	15 Bi-weekly TCP approvals for PPE 8/11 due 11:59 PM	16	17 Bi-weekly Payroll Processing	18 Bi-weekly Payroll Processing	19
20	21 Monthly Payroll Processing Fall classes begin	22 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	23 Monthly Payroll Processing	24	25 Bi-weekly Pay Day for PPE 8/11 Bi-weekly Pay Period End	26
27	28 Monthly pay stops by 11:00 AM	29 Bi-weekly TCP approvals for PPE 8/25 due 11:59 PM	30	31 Bi-weekly Payroll Processing Monthly Pay Day		

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September 2023

21 working day
168 hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Bi-weekly Payroll Processing	2
3	4 Labor Day CSU Holiday Banks closed	5 Bi-weekly pay stops by 11:00 AM	6	7	8 Bi-weekly Pay Day for PPE 8/25 Bi-weekly Pay Period End	9
10	11 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 8/31 due 11:59 PM	12 Bi-weekly TCP approvals for PPE 9/8 due 11:59 PM	13	14 Bi-weekly Payroll Processing	15 Bi-weekly Payroll Processing	16
17	18 Monthly Payroll Processing	19 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	20 Monthly Payroll Processing	21	22 Bi-weekly Pay Day for PPE 9/8 Bi-weekly Pay Period End	23
24	25	26 Bi-weekly TCP approvals for PPE 9/22 due 11:59 PM Monthly pay stops by 11:00 AM	27	28 Bi-weekly Payroll Processing	29 Bi-weekly Payroll Processing Monthly Pay Day	30

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October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Bi-weekly pay stops by 11:00 AM	4	5	6 Bi-weekly Pay Day for PPE 9/22 Bi-weekly Pay Period End	7
8	9 Columbus Day Banks closed	10 Bi-weekly TCP approvals for PPE 10/6 due 11:59 PM **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 9/30 due 11:59 PM	11	12 Bi-weekly Payroll Processing	13 Bi-weekly Payroll Processing	14
15	16	17 Bi-weekly pay stops by 11:00 AM	18 Monthly Payroll Processing	19 Monthly Payroll Processing	20 Bi-weekly Pay Day for PPE 10/6 Bi-weekly Pay Period End Monthly Payroll Processing	21
22	23	24 Bi-weekly TCP approvals for PPE 10/20 due 11:59 PM	25	26 Bi-weekly Payroll Processing Monthly pay stops by 11:00 AM	27 Bi-weekly Payroll Processing	28
29	30	31 Monthly Pay Day Bi-weekly pay stops by 11:00 AM				

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November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Bi-weekly Pay Day for PPE 10/20 Bi-weekly Pay Period End	4
5	6	7 Bi-weekly TCP approvals for PPE 11/3 due 11:59 PM	8	9 Bi-weekly Payroll Processing	10 Bi-weekly Payroll Processing **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 10/31 due 11:59 PM Veterans Day Banks closed	11
12	13	14 Monthly Payroll Processing Bi-weekly pay stops by 11:00 AM	15 Monthly Payroll Processing	16 Monthly Payroll Processing	17 Bi-weekly Pay Day for PPE 11/3 Bi-weekly Pay Period End	18
19	20	21	22	23 Thanksgiving Day CSU Holiday Banks closed	24 CSU Holiday	25
CSU Fall Recess						
26	27 Bi-weekly TCP approvals for PPE 11/17 due 10:00 AM Bi-weekly Payroll Processing Monthly pay stops by 11:00 AM	28 Bi-weekly Payroll Processing Bi-weekly pay stops by 11:00 AM	29	30 Monthly Pay Day		

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December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Bi-weekly Pay Day for PPE 11/17 Bi-weekly Pay Period End	2
3	4	5 Bi-weekly TCP approvals for PPE 12/1 due 11:59 PM	6 Payroll Office Closed	7 Bi-weekly Payroll Processing	8 Bi-weekly Payroll Processing	9
					Last day of fall classes	
10	11 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 11/30 due 11:59 PM	12 Bi-weekly pay stops by 11:00 AM	13 Monthly Payroll Processing	14 Monthly Payroll Processing	15 Bi-weekly Pay Day for PPE 12/1 Bi-weekly Pay Period End Monthly Payroll Processing	16
	FINAL EXAMS					
17	18 Bi-weekly TCP approvals for PPE 12/15 due 10:00 AM	19 Bi-weekly Payroll Processing	20 Bi-weekly Payroll Processing	21 Monthly pay stops by 11:00 AM Bi-weekly pay stops by 11:00 AM	22	23
24	25 Christmas Day CSU Holiday Banks closed	26 CSU Holiday	27 CSU Holiday	28	29 Bi-weekly Pay Day for PPE 12/15 Bi-weekly Pay Period End Monthly Pay Day	30
31						

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