

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

2023 Bi-Weekly Payroll Calendar and Web Time Entry Due Dates for Hourly Temporary Employees and Students

PAY #	MONTH	WORK PERIOD START DATE	WORK PERIOD END DATE	Deadline for	Deadline for	EMPLOYEES TIME ENTRY DUE DATE	CUT-OFF TIME FOR EMPLOYEES	SUPERVISORS TIME APPROVAL DUE DATE	CUT-OFF TIME FOR SUPERVISORS	CUT-OFF	PAY DATE
				To be submitted To HR for a NEW HIRE	To be submitted To HR for a Returning Hire					for LATE TIMESHEETS	
BW1	JAN	12/19/22	1/1/23	12/5/22	12/9/22	1/2/23	5:00 PM	1/3/23	5:00 PM	1/3/23	1/13/23
BW2		1/2/23	1/15/23	12/12/22	12/16/22	1/16/23	5:00 PM	1/17/23	5:00 PM	1/17/23	1/27/23
BW3	FEB	1/16/23	1/29/23	1/2/23	1/6/23	1/30/23	5:00 PM	1/31/23	5:00 PM	1/31/23	2/10/23
BW4		1/30/23	2/12/23	1/16/23	1/20/23	2/13/23	5:00 PM	2/14/23	5:00 PM	2/14/23	2/24/23
BW5	MAR	2/13/23	2/26/23	1/30/23	2/3/23	2/27/23	5:00 PM	2/28/23	5:00 PM	2/28/23	3/10/23
BW6		2/27/23	3/12/23	2/13/23	2/17/23	3/13/23	5:00 PM	3/14/23	5:00 PM	3/14/23	3/24/23
BW7	APR	3/13/22	3/26/23	2/27/23	3/3/23	3/27/23	5:00 PM	3/28/23	5:00 PM	3/28/23	4/7/23
BW8		3/27/23	4/9/23	3/14/23	3/17/23	4/10/23	5:00 PM	4/11/23	5:00 PM	4/11/23	4/21/23
BW9	MAY	4/10/23	4/23/23	3/27/23	3/31/23	4/24/23	5:00 PM	4/25/23	5:00 PM	4/25/23	5/5/23
BW10		4/24/23	5/7/23	4/10/23	4/15/23	5/8/23	5:00 PM	5/9/23	5:00 PM	5/9/23	5/19/23
BW11	JUN	5/8/23	5/21/23	4/24/23	4/28/23	5/22/23	5:00 PM	5/23/23	5:00 PM	5/23/23	6/2/23
BW12		5/22/23	6/4/23	5/8/23	5/12/23	6/5/23	5:00 PM	6/6/23	5:00 PM	6/6/23	6/16/23
BW13	JUL	6/5/23	6/18/23	5/22/23	5/26/23	6/19/23	5:00 PM	6/20/23	5:00 PM	6/20/23	6/30/23
BW14		6/19/23	7/2/23	6/5/23	6/9/23	7/3/23	5:00 PM	7/4/23	5:00 PM	7/4/23	7/14/23
BW15		7/3/23	7/16/23	6/19/23	6/23/23	7/17/23	5:00 PM	7/18/23	5:00 PM	7/18/23	7/28/23
BW16	AUG	7/17/23	7/30/23	7/3/23	7/7/23	7/31/23	5:00 PM	8/1/23	5:00 PM	8/1/23	8/11/23
BW17		7/31/23	8/13/23	7/17/23	7/21/23	8/14/23	5:00 PM	8/15/23	5:00 PM	8/15/23	8/25/23
BW18	SEP	8/14/23	8/27/23	7/31/23	8/4/23	8/28/23	5:00 PM	8/29/23	5:00 PM	8/29/23	9/8/23
BW19		8/28/23	9/10/23	8/14/23	8/18/23	9/11/23	5:00 PM	9/12/23	5:00 PM	9/12/23	9/22/23
BW20	OCT	9/11/23	9/24/23	8/28/23	9/1/23	9/25/23	5:00 PM	9/26/23	5:00 PM	9/26/23	10/6/23
BW21		9/25/23	10/8/23	9/11/23	9/15/23	10/9/23	5:00 PM	10/10/23	5:00 PM	10/10/23	10/20/23
BW22	NOV	10/9/23	10/22/23	9/26/23	9/29/23	10/23/23	5:00 PM	10/24/23	5:00 PM	10/24/23	11/3/23
BW23		10/23/23	11/5/23	10/9/23	10/13/23	11/6/23	5:00 PM	11/7/23	5:00 PM	11/7/23	11/17/23
BW24	DEC	11/6/23	11/19/23	10/23/23	10/27/23	11/20/23	5:00 PM	11/21/23	5:00 PM	11/21/23	12/1/23
BW25		11/20/23	12/3/23	11/6/23	11/10/23	12/4/23	5:00 PM	12/5/23	5:00 PM	12/5/23	12/15/23
BW26		12/4/23	12/17/23	11/20/23	11/24/23	12/18/23	9:00 AM	12/18/23	12:00 PM	12/18/23	12/29/23

Important:

** Time Entry Due Date and Cut-Off Time adjusted due to Payroll Processing Dates

-Hourly Temporary Employees must enter time **no later** than the Employee Time Entry Due Date and Cut-Off Time.

-Supervisors must approve time **no later** than the Supervisor Time Approval Due Date and Cut-Off Time.

-If properly completed tax forms are not received by the Employees Time Entry Due Date, for new employees the tax status will default to Single with No Adjustments for Federal, and Single Zero for State.

-If a properly completed direct deposit form with acceptable backup documentation is not received by the Employee Time Entry Due Date, the employee is allowed one paper check to allow time for direct deposit setup. All future paychecks must be direct deposit per UNCOSA's Direct Deposit Policy #312

<https://www.unco.edu/mya/policy-manual/300-business-administration-finance/312-direct-deposit.aspx>

-Any properly completed tax and direct deposit forms received after the Employees Time Entry Due Date will be effective in the next payroll cycle.

Note: