

2023 BIWEEKLY PAYROLL CALENDAR

Payroll ID** and Number	Period Covered	Documents ^(c) with all approvals to HR or Payroll as appropriate Before 4:00 PM Tuesday	Employee Web Time Entry Before 10:00 AM ^(a)	Kronos Timekeeping And Web Time Entry Supervisor Approval Before 1:00 PM ^(a)	Amended/Manual Timesheets For Current Period Due In Payroll Before 5:00 PM ^(b)	Check Date
BW/BH/BI 01	12/18/2022 - 12/31/2022	12/27/2022	01/02/2023	01/02/2023	01/07/2023	01/06/2023
BW/BH/BI 02	01/01/2023 - 01/14/2023	01/10/2023	01/16/2023	01/16/2023	01/17/2023	01/20/2023
BW/BH/BI 03	01/15/2023 - 01/28/2023	01/24/2023	01/30/2023	01/30/2023	01/31/2023	02/03/2023
BW/BH/BI 04	01/29/2023 - 02/11/2023	02/07/2023	02/13/2023	02/13/2023	02/14/2023	02/17/2023
BW/BH/BI 05	02/12/2023 - 02/25/2023	02/21/2023	02/27/2023	02/27/2023	02/28/2023	03/03/2023
BW/BH/BI 06	02/26/2023 - 03/11/2023	03/07/2023	03/13/2023	03/13/2023	03/14/2023	03/17/2023
BW/BH/BI 07	03/12/2023 - 03/25/2023	03/21/2023	03/27/2023	03/27/2023	03/28/2023	03/31/2023
BW/BH/BI 08	03/26/2023 - 04/08/2023	04/04/2023	04/10/2023	04/10/2023	04/11/2023	04/14/2023
BW/BH/BI 09	04/09/2023 - 04/22/2023	04/18/2023	04/24/2023	04/24/2023	04/25/2023	04/28/2023
BW/BH/BI 10	04/23/2023 - 05/06/2023	05/02/2023	05/08/2023	05/08/2023	05/09/2023	05/12/2023
BW/BH/BI 11	05/07/2023 - 05/20/2023	05/16/2023	05/22/2023	05/22/2023	05/23/2023	05/26/2023
BW/BH/BI 12	05/21/2023 - 06/03/2023	05/30/2023	06/05/2023	06/05/2023	06/06/2023	06/09/2023
BW/BH/BI 13	06/04/2023 - 06/17/2023	06/13/2023	06/19/2023	06/19/2023	06/20/2023	06/23/2023
BW/BH/BI 14	06/18/2023 - 07/01/2023	06/27/2023	07/03/2023	07/03/2023	07/04/2023	07/07/2023
BW/BH/BI 15	07/02/2023 - 07/15/2023	07/11/2023	07/17/2023	07/17/2023	07/18/2023	07/21/2023
BW/BH/BI 16	07/16/2023 - 07/29/2023	07/25/2023	07/31/2023	07/31/2023	08/01/2023	08/04/2023
BW/BH/BI 17	07/30/2023 - 08/12/2023	08/08/2023	08/14/2023	08/14/2023	08/14/2023	08/18/2023
BW/BH/BI 18	08/13/2023 - 08/26/2023	08/22/2023	08/28/2023	08/28/2023	08/28/2023	09/01/2023
BW/BH/BI 19	08/27/2023 - 09/09/2023	09/05/2023	09/11/2023	09/11/2023	09/11/2023	09/15/2023
BW/BH/BI 20	09/10/2023 - 09/23/2023	09/19/2023	09/25/2023	09/25/2023	09/25/2023	09/29/2023
BW/BH/BI 21	09/24/2023 - 10/07/2023	10/03/2023	10/09/2023	10/09/2023	10/09/2023	10/13/2023
BW/BH/BI 22	10/08/2023 - 10/21/2023	10/17/2023	10/23/2023	10/23/2023	10/23/2023	10/27/2023
BW/BH/BI 23	10/22/2023 - 11/04/2023	10/31/2023	11/06/2023	11/06/2023	11/06/2023	11/10/2023
BW/BH/BI 24	11/05/2023 - 11/18/2023	11/14/2023	11/19/2023*	11/19/2023*	11/19/2023*	11/24/2023
BW/BH/BI 25	11/19/2023 - 12/02/2023	11/28/2023	12/04/2023	12/04/2023	12/04/2023	12/08/2023
BW/BH/BI 26	12/03/2023 - 12/16/2023	12/12/2023	12/18/2023	12/18/2023	12/18/2023	12/22/2023

*Deviates from the normal deadline

Dates may be subject to change due to unforeseen circumstances

** BW = USA; BH = USA HealthCare Management LLC; BI = University of South Alabama Health Authority

^(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

^(b) Note - Amended Timesheets for previous payrolls are due 6 days prior to the deadline for Current Period Timesheets

^(c) Note - Documents include EPAFs, PAs, Direct Pays, Payment to Individual Forms, Etc.