

EASTERN KENTUCKY UNIVERSITY 2022-2023 PAYROLL CALENDAR

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 2
3	H	4	5	6	7 BW	8 9
10	X	11	★★	12	13	14 SM 15 16
17	18	19	20	21 BW	22	23
24	X	25	26	27 •	28 SM	29 30
31	Note: Due to year-end closing deadlines, web-time entry reporting for work completed 6/26-7/9 is due; submitted and approved by 10PM 7/12/22.					

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	BW	5 6
7	X	8	9	10 •	11	12 13
14	★ SM	15	16	17	18 BW	19 20
21	X	22	23	24 •	25	26 27
28	29	30 SM	31			

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ** BW	2 3
4	X H	5	6	7 •	8	9 10
11	12	13	14 SM	15 BW	16	17
18	X	19	20	21 •	22	23 24
25	26	27	28	29 BW SM	30	
Note: Timesheets for work 8/21-9/3 is encouraged to be submitted Friday 9/2 prior to leaving work for the weekend. Although Monday 9/5 is a holiday, the submission deadline of 10PM will remain open for those that need to report. There is no extended submission time as a result of the holiday.						

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	X	3	4	5 •	6	7 8
9	H	10 H	11	12	13 BW SM	14 15
16	X	17	18	19 •	20	21 22
23	24	25	26	27 BW	28	29
30	X SM	31				

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 •	3	4 5
6	7	8	9	10	BW	11 12
13	X	14 SM	15	★★	16	17 18 19
20	21	22	23 H	24 BW H	25	26
27	X	28	29 SM	30		
NOTE: Timesheet for work completed 10/30-11/12; needs to have submitted and approved Wednesday, 11/16 by 10PM as a result of the upcoming Thanksgiving holiday.						

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 •	2 3
4	5	6	7	8	BW	9 10
11	X	12	13	14 • SM	15	16 17
18	E	19 E	20 E	21 E	22 BW H	23 24
25	X H	26 H	27 H	28 H •	29 SM H	30 31
NOTE: Timesheets for work completed 12/11-12/24 is requested submitted and approved prior to leaving for winter break. If not completed before this time, then regularly scheduled times will remain in place. The ability to enter time will not be extended because we must process another payroll immediately upon return to work. Any missing time for this period will be added to the next payroll.						

CALENDAR KEY

- BW:** Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total
- Students are paid with Bi-Weekly
- SM:** Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees; 24 total
- Faculty are paid with Semi-Monthly (20 total academic year payrolls and 4 summer payrolls)

- ☐: End of Bi-Weekly Pay Period indicated by block around the date
- X: BW/ST timesheets are due by 10PM (recall to choose save AND submit)
- : Supervisor approval due by 10PM
- H: This is an EKU Holiday and should be reported as HOL on timesheet
- E: This is an EKU day as granted by the President. Report as EKU on timesheet.
- ★: Faculty pay dates for academic year; beginning and end.

- ★★: Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:
 These dates are assuming all required paperwork has -- August 31, 2022
 been received by Human Resources by the cutoff dates: -- January 31, 2023

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January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	H	2	3	4	5 BW	6
8	X	9	10	11 •	12 SM	13
15	H	16	17	18	19 BW	20
22	X	23	24	25 •	26	27
29	30 SM	31				

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 BW	4
5	X	6	7	8 •	9	10
12	13	14 SM	15	16 BW	17	18
19	X	20	21	22 •	23	24
26	27 SM	28				

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 BW	4
5	X	6	7	8 •	9	10
12	E	E	14 SM	E	E	18
19	X	20	21	22 •	23	24
26	27	28	29	30 BW	SM	31

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	X	3	4	5 •	6	7
9	10	11	12	13 BW	SM	14
16	X	17	18	19 •	20	21
23	24	25	26	27 BW	SM	28
30						

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	1	2	3 •	4	5
7	8	9	10	11	12 BW	13
14	X SM	15	16	17 •	18	19
21	22	23	24	25 BW	26	27
28	X H	29	30 ★ SM	31		

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 •	2	3
4	5	6	7	8	9 BW	10
11	X	12	13	14 • SM	15	16
18	H	19	20	21	22 BW	23
25	X	26	27	28 •	29 SM	30

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total
 – Students are paid with Bi-Weekly

SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees; 24 total

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 (20 total academic year payrolls and 4 summer payrolls)

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