July 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	1
2	3 **KEY DAILY**	4 **JULY 4 HOLIDAY FOR ALL**	5 **KEY DAILY**	6 **Off-Cycle Payroll Processing for June Accruals** **Pay date 7/11/23** **DO NOT KEY**	7 **OFF** **PAYDAY** **B1-B3,T1 (6/17-6/30)** **T2 (6/18-6/30)** **B5 (6/23-6/30)** **B6 (6/9-6/30)** **B7 (6/19-6/30)**	8
9	10 **PRs DUE IN (7/1-7/14)** **KEY DAILY**	11 **Off-Cycle Payday for June Accruals** **KEY DAILY**	12 **KEY DAILY**	13 **PRE-PROCESS (7/1-7/14)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	14 **OFF** **DO NOT KEY**	15
16	17 **DO NOT KEY**	18 **PROCESS (7/1-7/14)** **DO NOT KEY**	19 **KEY DAILY**	20 **KEY DAILY**	21 **OFF** **PAYDAY (7/1-7/14)** **KEY DAILY**	22
23	24 **PRs DUE IN** **B1-B7 (7/15-7/28)** **T1-T2 (7/15-8/6)** **KEY DAILY**	25 **KEY DAILY**	26 **KEY DAILY**	27 **PRE-PROCESS** **B1-B7 (7/15-7/28)** **T1-T2 (7/15-8/6)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	28 **OFF** **DO NOT KEY**	29

05.24.23

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30-Jul	31-Jul	**1** PROCESS B1-B7 (7/15-7/28) T1-T2 (7/15-8/6)	**2**	**3**	**4** PAYDAY B1-B7 (7/15-7/28) T1-T2 (7/15-8/6)	**5**
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
6	**7**	**8** PRs DUE IN B1-B7 (7/29-8/11) T1-T2 (8/7-8/11)	**9**	**10**	**11** PRE-PROCESS B1-B7 (7/29-8/11) T1-T2 (8/7-8/11) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	**12**
		KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
13	**14**	**15** PROCESS B1-B7 (7/29-8/11) T1-T2 (8/7-8/11)	**16**	**17**	**18** PAYDAY B1-B7 (7/29-8/11) T1-T2 (8/7-8/11)	**19**
		DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY
20	**21**	**22** PRs DUE IN (8/12-8/25)	**23**	**24**	**25** PRE-PROCESS (8/12-8/25) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	**26**
		KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
27	**28**	**29** PROCESS (8/12-8/25)	**30**	**31**	01-Sep PAYDAY (8/12-8/25)	02-Sep
		DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Aug	28-Aug	29-Aug **PROCESS (8/12-8/25)**	30-Aug	31-Aug	1 **PAYDAY (8/12-8/25)**	2
	DO NOT KEY	**DO NOT KEY**	**KEY DAILY**	**KEY DAILY**	**KEY DAILY**	
3	4 **LABOR DAY HOLIDAY FOR ALL**	5 **PRs DUE IN (8/26-9/8)**	6	7	8 **PRE-PROCESS (8/26-9/8)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	9
		KEY DAILY	**KEY DAILY**	**KEY DAILY**		
10	11	12 **PROCESS (8/26-9/8)**	13	14	15 **PAYDAY (8/26-9/8)**	16
	DO NOT KEY	**DO NOT KEY**	**KEY DAILY**	**KEY DAILY**	**KEY DAILY**	
17	18	19 **PRs DUE IN (9/9-9/22)**	20	21	22 **PRE-PROCESS (9/9-9/22)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	23
	KEY DAILY	**KEY DAILY**	**KEY DAILY**	**KEY DAILY**		
24	25	26 **PROCESS (9/9-9/22)**	27	28	29 **PAYDAY (9/9-9/22)**	30
	DO NOT KEY	**DO NOT KEY**	**KEY DAILY**	**KEY DAILY**	**KEY DAILY**	

05.24.23

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 **PRs DUE IN (9/23-10/6)**	4	5	6 **PRE-PROCESS (9/23-10/6)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	7
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
8	9	10 **PROCESS (9/23-10/6)**	11	12	13 **PAYDAY (9/23-10/6)**	14
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
15	16	17 **PRs DUE IN (10/7-10/20)**	18	19	20 **PRE-PROCESS (10/7-10/20)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	21
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
22	23	24 **PROCESS (10/7-10/20)**	25	26	27 **PAYDAY (10/7-10/20)**	28
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
29	30	31 **PRs DUE IN (10/21-11/3)**	01-Nov	02-Nov	03-Nov **PRE-PROCESS (10/21-11/3)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	04-Nov
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

05.24.23

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-Oct	30-Oct	31-Oct **PRs DUE IN (10/21-11/3)**	1	2	3 **PRE-PROCESS (10/21-11/3)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	4
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
5	6	7 **PROCESS (10/21-11/3)**	8	9	10 **VETERANS' DAY HOLIDAY FOR ALL** **PAYDAY (10/21-11/3)**	11
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		
12	13	14 **PRs DUE IN (11/4-11/17)**	15	16	17 **PRE-PROCESS (11/4-11/17)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	18
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
19	20	21 **PROCESS (11/4-11/17)**	22	23 **THANKSGIVING HOLIDAY FOR ALL**	24 **THANKSGIVING HOLIDAY FOR ALL** **PAYDAY (11/4-11/17)**	25
	DO NOT KEY	DO NOT KEY	KEY DAILY			
26	27	28 **PRs DUE IN (11/18-12/1)**	29	30	01-Dec **PRE-PROCESS (11/18-12/1)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	02-Dec
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

05.24.23

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26-Nov	27-Nov	28-Nov **PRs DUE IN** **(11/18-12/1)** **KEY DAILY**	29-Nov **KEY DAILY**	30-Nov **KEY DAILY**	1 **PRE-PROCESS** **(11/18-12/1)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	2
3	4 **DO NOT KEY**	5 **PROCESS** **(11/18-12/1)** **DO NOT KEY**	6 **KEY DAILY**	7 **KEY DAILY**	8 **PAYDAY** **(11/18-12/1)** **KEY DAILY**	9
10	11 **KEY DAILY**	12 **PRs DUE IN** **(12/2-12/15)** **KEY DAILY**	13 **KEY DAILY**	14 **KEY DAILY**	15 **PRE-PROCESS** **(12/2-12/15)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	16
17	18 **PRs DUE IN** **(12/16-12/29)** **DO NOT KEY**	19 **PROCESS** **(12/2-12/15)** **DO NOT KEY**	20 **PRE-PROCESS** **(12/16-12/29)** **Jan 5 Payday** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	21 **DO NOT KEY**	22 **WINTER** **HOLIDAY** **FOR ALL** **PAYDAY** **(12/2-12/15)** **WINTER BREAK**	23
24	25 **WINTER** **HOLIDAY** **FOR ALL** **WINTER BREAK**	26 **WINTER BREAK**	27 **WINTER BREAK**	28 **WINTER BREAK**	29 **WINTER BREAK**	30

05.24.23

January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31-Dec	1 NEW YEAR DAY HOLIDAY FOR ALL	2 PROCESS (12/16-12/29) DO NOT KEY	3 KEY DAILY	4 KEY DAILY	5 PAYDAY (12/16-12/29) KEY DAILY	6
7	8 PRs DUE IN (12/30-1/12) KEY DAILY	9 KEY DAILY	10 KEY DAILY	11 PRE-PROCESS (12/30-1/12) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	12 DO NOT KEY	13
14	15 MARTIN L. KING HOLIDAY FOR ALL	16 PROCESS (12/30-1/12) DO NOT KEY	17 KEY DAILY	18 KEY DAILY	19 PAYDAY (12/30-1/12) KEY DAILY	20
21	22 KEY DAILY	23 PRs DUE IN (1/13-1/26) KEY DAILY	24 KEY DAILY	25 KEY DAILY	26 PRE-PROCESS (1/13-1/26) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	27
28	29 DO NOT KEY	30 PROCESS (1/13-1/26) DO NOT KEY	31 KEY DAILY	01-Feb KEY DAILY	02-Feb PAYDAY (1/13-1/26) KEY DAILY	03-Feb

05.24.23

February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28-Jan	29-Jan	30-Jan **PROCESS (1/13-1/26)** **DO NOT KEY**	31-Jan **KEY DAILY**	1 **KEY DAILY**	2 **PAYDAY (1/13-1/26)** **KEY DAILY**	3
		DO NOT KEY				
4	5 **KEY DAILY**	6 **PRs DUE IN (1/27-2/9)** **KEY DAILY**	7 **KEY DAILY**	8 **KEY DAILY**	9 **PRE-PROCESS (1/27-2/9)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	10
11	12 **DO NOT KEY**	13 **PROCESS (1/27-2/9)** **DO NOT KEY**	14 **KEY DAILY**	15 **KEY DAILY**	16 **PAYDAY (1/27-2/9)** **KEY DAILY**	17
18	19 **KEY DAILY**	20 **PRs DUE IN (2/10-2/23)** **KEY DAILY**	21 **KEY DAILY**	22 **KEY DAILY**	23 **PRE-PROCESS (2/10-2/23)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	24
25	26 **DO NOT KEY**	27 **PROCESS (2/10-2/23)** **DO NOT KEY**	28 **KEY DAILY**	29 **KEY DAILY**	01-Mar **PAYDAY (2/10-2/23)** **KEY DAILY**	02-Mar

March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25-Feb	26-Feb	27-Feb **PROCESS (2/10-2/23)**	28-Feb	Feb-29	1 **PAYDAY (2/10-2/23)**	2
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
3	4	5 **PRs DUE IN (2/24-3/8)**	6	7	8 **PRE-PROCESS (2/24-3/8)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	9
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
10	11	12 **PROCESS (2/24-3/8)** **PRs DUE IN (3/9-3/22)**	13	14	15 **PAYDAY (2/24-3/8)** **PRE-PROCESS (3/9-3/22)** HR Tech cutoff 2:00 pm **Key until 12 Noon** **Approval cut-off 2 PM**	16
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		
17	18	19	20	21	22	23
	SPRING BREAK DO NOT KEY	SPRING BREAK DO NOT KEY	SPRING BREAK DO NOT KEY	SPRING BREAK DO NOT KEY	SPRING BREAK DO NOT KEY	
24	25	26 **PROCESS (3/9-3/22)**	27	28	29 **SPRING HOLIDAY FOR ALL** **PAYDAY (3/9-3/22)**	30
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		

April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31-Mar	1	2 **PRs DUE IN (3/23-4/5)**	3	4	5 **PRE-PROCESS (3/23-4/5)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	6
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
7	8	9 **PROCESS (3/23-4/5)**	10	11	12 **PAYDAY (3/23-4/5)**	13
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
14	15	16 **PRs DUE IN (4/6-4/19)**	17	18	19 **PRE-PROCESS (4/6-4/19)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	20
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
21	22	23 **PROCESS (4/6-4/19)**	24	25	26 **PAYDAY (4/6-4/19)**	27
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
28	29	30 **PRs DUE IN (4/20-5/3)**	01-May	02-May	03-May **PRE-PROCESS (4/20-5/3)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	04-May
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

05.24.23

May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28-Apr	29-Apr	30-Apr **PRs DUE IN (4/20-5/3)**	1	2	3 **PRE-PROCESS (4/20-5/3)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	4
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
5	6	7 **PROCESS (4/20-5/3)**	8	9	10 **PAYDAY (4/20-5/3)**	11
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
12	13	14 **PRs DUE IN (5/4-5/17)**	15	16	17 **PRE-PROCESS (5/4-5/17)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	18
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
19	20	21 **PROCESS (5/4-5/17)**	22	23 **PRs DUE IN** B1-B3,B6,B7 (5/18-5/31) B5 (5/18-6/17) T1, T2 (5/18-6/7)	24 **PAYDAY (5/4-5/17)**	25
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
26	27 **MEMORIAL DAY HOLIDAY FOR ALL**	28 **PRE-PROCESS** B1-B3,B6,B7 (5/18-5/31) B5 (5/18-6/17) T1, T2 (5/18-6/7) **Key until 12 Noon** Approval cut-off 2 PM	29 DO NOT KEY	30 **PROCESS** B1-B3,B6,B7 (5/18-5/31) B5 (5/18-6/17) T1, T2 (5/18-6/7) **DO NOT KEY** **PRE-PROCESS** T2, B5-B6 (13)	31 **PROCESS** T2, B5-B6 (13) **PRE-PROCESS** T2, B5-B6 (14)	01-Jun

05.24.23

June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26-May	27-May **MEMORIAL DAY HOLIDAY FOR ALL**	28-May **PRE-PROCESS B1-B3,B6,B7 (5/18-5/31) B5 (5/18-6/17) T1, T2 (5/18-6/7)** Key until 12 Noon Approval cut-off 2 PM	29-May **DO NOT KEY**	30-May **PROCESS** **B1-B3,B6,B7 (5/18-5/31)** **B5 (5/18-6/17)** **T1, T2 (5/18-6/7)** **DO NOT KEY** **PRE-PROCESS T2, B5-B6 (13)**	31-May **PROCESS T2, B5-B6 (13)** **PRE-PROCESS T2, B5-B6 (14)**	1
2	3 **PROCESS T2, B5-B6 (14)** **PRE-PROCESS T2, B5-B6 (15)**	4 **PROCESS T2, B5-B6 (15)** **PRE-PROCESS T2 (16)**	5 **PROCESS T2 (16)** **PRE-PROCESS B1, B2, B7 (6/1-6/14) B3 (6/1-6/17) T1 (6/8-6/14)**	6	7 **PAYDAY B1-B3,B6,B7 (5/18-5/31) B5 (5/18-6/17) T1, T2 (5/18-6/7)**	8
9	10 **PROCESS B1, B2, B7 (6/1-6/14) B3 (6/1-6/17) T1 (6/8-6/14)** **PRE-PROCESS B7 (14)**	11 **PROCESS B7 (14) at 9:30 A.M.** **PRE-PROCESS B1-B2 (6/15-6/28) B3 (6/18-6/28), B5(6/24-6/28) B6(6/7-6/28), B7 (6/17-6/28) T1 (6/15-6/28), T2 (6/16-6/28)**	12 **DO NOT KEY**	13 **PROCESS PAYDATE 07/05/24 B1-B2 (6/15-6/28) B3 (6/18-6/28), B5(6/24-6/28) B6(6/7-6/28), B7 (6/17-6/28) T1 (6/15-6/28), T2 (6/16-6/28) DO NOT KEY**	14 **OFF**	15
16	17	18	19 **JUNETEENTH HOLIDAY FOR ALL**	20	21 **OFF** **PAYDAY B1, B2, B7 (6/1-6/14) B3 (6/1-6/17) T1 (6/8-6/14) T2, B5-B6 (13)**	22
23	24	25	26 **PAYDAY T2, B5-B6 (14) B7 (14)**	27 **PAYDAY T2, B5-B6 (15)**	28 **OFF PAYDAY T2 (16)**	29

05.24.23