

Biweekly 2023 Payroll Calendar

		Direct Hire Form (Hire/Rehire)									
Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ^{1,3}	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ^{1,3}	MGR Absence/Time Approval by 10am	Payroll Processing	Pay Date	Pay Run ID		
12/25/22	01/07/23	12/09/22	12/16/22	12/23/22	01/03/23	01/09/23	01/09/23	01/13/23	31B1		
01/08/23	01/21/23	12/24/22	01/05/23	01/09/23	01/16/23	01/23/23	01/23/23	01/27/23	31B2		
01/22/23	02/04/23	01/06/23	01/13/23	01/23/23	01/30/23	02/06/23	02/06/23	02/10/23	32B1		
02/05/23	02/18/23	01/20/23	01/27/23	02/06/23	02/13/23	02/20/23	02/20/23	02/24/23	32B2		
02/19/23	03/04/23	02/03/23	02/10/23	02/20/23	02/27/23	03/06/23	03/06/23	03/10/23	33B1		
03/05/23	03/18/23	02/17/23	02/24/23	03/06/23	03/13/23	03/20/23	03/20/23	03/24/23	33B2		
03/19/23	04/01/23	03/03/23	03/10/23	03/20/23	03/27/23	04/03/23	04/03/23	04/07/23	34B1		
04/02/23	04/15/23	03/17/23	03/24/23	04/03/23	04/10/23	04/17/23	04/17/23	04/21/23	34B2		
04/16/23	04/29/23	03/31/23	04/07/23	04/17/23	04/24/23	05/01/23	05/01/23	05/05/23	35B1		
04/30/23	05/13/23	04/14/23	04/21/23	05/01/23	05/08/23	05/15/23	05/15/23	05/19/23	35B2		
05/14/23	05/27/23	04/28/23	05/05/23	05/12/23	05/19/23	05/26/23	05/26/23	06/02/23	36B1		
05/28/23	06/10/23	05/12/23	05/19/23	05/26/23	06/05/23	06/12/23	06/12/23	06/16/23	36B2		
06/11/23	06/24/23	05/26/23	06/02/23	06/09/23	06/16/23	06/26/23	06/26/23	06/30/23	36B3		
06/25/23	07/08/23	06/09/23	06/16/23	06/26/23	07/03/23	07/10/23	07/10/23	07/14/23	37B1		
07/09/23	07/22/23	06/23/23	06/30/23	07/10/23	07/17/23	07/24/23	07/24/23	07/28/23	37B2		
07/23/23	08/05/23	07/07/23	07/14/23	07/24/23	07/31/23	08/07/23	08/07/23	08/11/23	38B1		
08/06/23	08/19/23	07/21/23	07/28/23	08/07/23	08/14/23	08/21/23	08/21/23	08/25/23	38B2		
08/20/23	09/02/23	08/18/23	08/25/23	08/18/23	08/25/23	09/01/23	09/01/23	09/08/23	39B1		
09/03/23	09/16/23	08/18/23	08/25/23	09/01/23	09/11/23	09/18/23	09/18/23	09/22/23	39B2		
09/17/23	09/30/23	09/01/23	09/08/23	09/18/23	09/25/23	10/02/23	10/02/23	10/06/23	30B1		
10/01/23	10/14/23	09/15/23	09/22/23	10/02/23	10/09/23	10/16/23	10/16/23	10/20/23	30B2		
10/15/23	10/28/23	09/29/23	10/06/23	10/16/23	10/23/23	10/30/23	10/30/23	11/03/23	3NB1		
10/29/23	11/11/23	10/13/23	10/20/23	10/30/23	11/06/23	11/13/23	11/13/23	11/17/23	3NB2		
11/12/23	11/25/23	10/27/23	11/03/23	11/13/23	11/20/23	11/27/23	11/27/23	12/01/23	3DB1		
11/26/23	12/09/23	11/10/23	11/17/23	11/27/23	12/04/23	12/11/23	12/11/23	12/15/23	3DB2		
12/10/23	12/23/23	11/24/23	12/02/23	12/08/23	12/15/23	12/21/23	12/21/23	12/29/23	3DB3		

¹ These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.
² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.
³ Biweekly paid employees submit timesheets for actual worked performed, so lump sum supplemental pay for work is not permitted. Usually, only awards are permitted as supplemental pay for biweekly.

Early Payroll Submission Due to Holiday