



Monthly 2023 Payroll Calendar

Direct Hire Form (Hire/Rehire)/Terminations									
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	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ¹	Payroll Processing	Pay Date	Work Days	Pay Run ID
01/01/23	01/31/23	12/20/22	01/04/23	01/04/23	01/11/23	01/18/23	01/31/23	22	31M1
02/01/23	02/28/23	01/18/23	02/01/23	02/01/23	02/08/23	02/15/23	02/28/23	20	32M1
03/01/23	03/31/23	02/24/23	03/10/23	03/10/23	03/17/23	03/24/23	03/31/23	23	33M1
04/01/23	04/30/23	03/24/23	04/07/23	04/07/23	04/14/23	04/21/23	04/28/23	20	34M1
05/01/23	05/31/23	04/25/23	05/09/23	05/09/23	05/16/23	05/23/23	05/31/23	23	35M1
06/01/23	06/30/23	05/24/23	06/07/23	06/07/23	06/14/23	06/21/23	06/30/23	22	36M1
07/01/23	07/31/23	06/21/23	07/05/23	07/05/23	07/12/23	07/19/23	07/31/23	21	37M1
08/01/23	08/31/23	07/27/23	08/10/23	08/10/23	08/17/23	08/24/23	08/31/23	23	38M1
09/01/23	09/30/23	08/25/23	09/08/23	09/08/23	09/15/23	09/22/23	09/29/23	21	39M1
10/01/23	10/31/23	09/26/23	10/10/23	10/10/23	10/17/23	10/24/23	10/31/23	22	30M1
11/01/23	11/30/23	10/23/23	11/06/23	11/06/23	11/13/23	11/20/23	11/30/23	22	3NM1
12/01/23	12/31/23	11/20/23	12/04/23	12/04/23	12/11/23	12/18/23	12/29/23	21	3DM1

Summer Pay Processing Schedule

Begin Date	End Date	5pm Data Entry Deadline	Pay Date
05/01/23	05/31/23	05/22/23	05/31/23
06/01/23	06/30/23	06/20/23	06/30/23
07/01/23	07/31/23	07/18/23	07/31/23
08/01/23	08/31/23	08/23/23	08/31/23

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.