

Bi-weekly Employees – 2023 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID ¹	Pay Period Dates	Holidays	Personnel Cut-Off for all NOAs including Appointments, Transfers, Separations and SF 1150's ² 1st Monday	Payroll Cut-off for Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	Payroll Cut-off for Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
Leave	Pay							
25	26	B22Z	Dec 05 - 18		12/05/22	12/14/22	12/15/22	12/23/22
26	01	B23A	Dec 19 - Jan 01	Dec 25 - Christmas Day Jan 01 - New Year's Day	12/19/22	12/27/22*	12/28/22*	01/06/23
1	02	B23B	Jan 02 – 15		12/30/22	01/10/23*	01/11/23*	01/20/23
2	03	B23C	Jan 16 - 29	Jan 16 - Martin Luther King Jr. Birthday	01/13/23*	01/25/23	01/26/23	02/03/23
3	04	B23D	Jan 30 - Feb 12		01/30/23	02/08/23	02/09/23	02/17/23
4	05	B23E	Feb 13 - 26	Feb 20 - George Washington's Birthday	02/13/23	02/22/23	02/23/23	03/03/23
5	06	B23F	Feb 27 - Mar 12		02/27/23	03/08/23	03/09/23	03/17/23
6	07	B23G	Mar 13 - 26		03/13/23	03/22/23	03/23/23	03/31/23
7	08	B23H	Mar 27 - Apr 09		03/27/23	04/05/23	04/06/23	04/14/23
8	09	B23I	Apr 10 - 23		04/10/23	04/19/23	04/20/23	04/28/23
9	10	B23J	Apr 24 - May 07		04/24/23	05/03/23	05/04/23	05/12/23
10	11	B23K	May 08 - 21		05/08/23	05/17/23	05/18/23	05/26/23

* Early Personnel and Payroll Cut-off date ¹ The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements.

² **Note:** All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

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Leave	Pay							
11	12	B23L	May 22 - Jun 04	May 29 - Memorial Day	05/22/23	05/31/23	06/01/23	06/09/23
12	13	B23M	Jun 05 - 18		06/05/23	06/13/23*	06/14/23*	06/23/23
13	14	B23N	Jun 19 - Jul 02	Jun 19 - Juneteenth National Independence Day	06/16/23*	06/27/23*	06/28/23*	07/07/23
14	15	B23O	Jul 03 - 16	Jul 04 - Independence Day	07/03/22	07/12/23	07/13/23	07/21/23
15	16	B23P	Jul 17 - 30		07/17/23	07/26/23	07/27/23	08/04/23
16	17	B23Q	Jul 31 - Aug 13		07/31/23	08/09/23	08/10/23	08/18/23
17	18	B23R	Aug 14 - 27		08/14/23	08/23/23	08/24/23	09/01/23
18	19	B23S	Aug 28 - Sep10	Sep 04 - Labor Day	08/28/23	09/06/23	09/07/23	09/15/23
19	20	B23T	Sep 11 - 24		09/11/23	09/20/23	09/21/23	09/29/23
20	21	B23U	Sep 25 - Oct 08		09/25/23	10/03/23*	10/04/23*	10/13/23
21	22	B23V	Oct 09 - 22	Oct 09 - Columbus Day	10/06/23*	10/18/23	10/19/23	10/27/23
22	23	B23W	Oct 23 - Nov 05		10/23/23	10/31/23*	11/01/23*	11/09/23*
23	24	B23X	Nov 06 - 19	Nov 10 - Veteran's Day	11/06/23	11/14/23*	11/15/23*	11/24/23

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Leave	Pay							
24	25	B23Y	Nov 20 - Dec 03	Nov 23 - Thanksgiving Day	11/20/23	11/29/23	11/30/23	12/08/23
25	26	B23Z	Dec 04 - 17		12/04/23	12/13/23	12/14/23	12/22/23
26	01	B24A	Dec 18 - Dec 31	Dec 25 - Christmas Day	12/18/23	12/26/23*	12/27/23*	01/05/24
01	02	B24B	Jan 01 – 14	Jan 01 – New Year's Day	12/29/23	01/09/24*	01/10/24*	01/19/24

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