

April

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 Off-cycle 03/30/2023 uploads due 12 pm	4 BW TIMESHEET SUBMISSION DUE 12PM	5 BW SUPERVISOR APPROVALS DUE 3PM	6 MON TIMESHEET SUBMISSION DUE 12PM	7 MON SUPERVISOR APPROVALS DUE 3PM Off-cycle 03/30/2023 Payday	8
9	10 Off-cycle 04/06/2023 uploads due 12 pm <u>BIWEEKLY DEADLINE</u> <u>- HIRES 04/16/23 -</u> <u>04/29/23</u>	11	12	13	14 Off-cycle 04/06/2023 Payday BI-WEEKLY 04/01/2023 PAYDAY <u>MONTHLY DEADLINE -</u> <u>MAY HIRES</u>	15
16	17 NO OFF-CYCLE	18 NO OFF-CYCLE BW TIMESHEET SUBMISSION DUE 12PM	19 NO OFF-CYCLE BW SUPERVISOR APPROVALS DUE 3PM	20 NO OFF-CYCLE	21 NO OFF-CYCLE THIS WEEK PER EMPLOYEE SERVICES	22
23	24 Off-cycle 04/20/2023 uploads due 12 pm <u>BIWEEKLY DEADLINE</u> <u>- HIRES 04/30/23 -</u> <u>05/13/23</u>	25	26	27	28 MONTHLY 04/30/2023 PAYDAY Off-cycle 04/20/2023 Payday BI-WEEKLY 04/15/2023 PAYDAY	29
30						