

2023 Payroll Processing Calendar

Paycheck Date	Pay Period Begin Date	Pay Period End / Timecard and Absence Approval Deadline	Paperwork to Human Resources or Office of Student Employment	Individual Compensation Plan (ICP) Approval Deadline
1 January 13, 2023	December 26, 2022	January 8, 2023	January 2, 2023	January 6, 2023
2 January 27, 2023	January 9, 2023	January 22, 2023	January 16, 2023	January 20, 2023
3 February 10, 2023	January 23, 2023	February 5, 2023	January 30, 2023	February 3, 2023
4 February 24, 2023	February 6, 2023	February 19, 2023	February 13, 2023	February 17, 2023
5 March 10, 2023	February 20, 2023	March 5, 2023	February 27, 2023	March 3, 2023
6 March 24, 2023	March 6, 2023	March 19, 2023	March 13, 2023	March 17, 2023
7 April 7, 2023	March 20, 2023	April 2, 2023	March 27, 2023	March 31, 2023
8 April 21, 2023	April 3, 2023	April 16, 2023	April 10, 2023	April 14, 2023
9 May 5, 2023	April 17, 2023	April 30, 2023	April 24, 2023	April 28, 2023
10 May 19, 2023	May 1, 2023	May 14, 2023	May 8, 2023	May 12, 2023
11 June 2, 2023	May 15, 2023	May 28, 2023	May 22, 2023	May 26, 2023
12 June 16, 2023	May 29, 2023	June 11, 2023	June 5, 2023	June 9, 2023
13 June 30, 2023	June 12, 2023	June 25, 2023	June 19, 2023	June 23, 2023
14 July 14, 2023	June 26, 2023	July 9, 2023	July 3, 2023	July 7, 2023
15 July 28, 2023	July 10, 2023	July 23, 2023	July 17, 2023	July 21, 2023
16 August 11, 2023	July 24, 2023	August 6, 2023	July 31, 2023	August 4, 2023
17 August 25, 2023	August 7, 2023	August 20, 2023	August 14, 2023	August 18, 2023
18 September 8, 2023	August 21, 2023	September 3, 2023	August 28, 2023	September 1, 2023
19 September 22, 2023	September 4, 2023	September 17, 2023	September 11, 2023	September 15, 2023
20 October 6, 2023	September 18, 2023	October 1, 2023	September 25, 2023	September 29, 2023
21 October 20, 2023	October 2, 2023	October 15, 2023	October 9, 2023	October 13, 2023
22 November 3, 2023	October 16, 2023	October 29, 2023	October 23, 2023	October 27, 2023
23 November 17, 2023	October 30, 2023	November 12, 2023	November 6, 2023	November 10, 2023
24 December 1, 2023	November 13, 2023	November 26, 2023	November 20, 2023	November 24, 2023
25 December 15, 2023	November 27, 2023	December 10, 2023	December 4, 2023	December 8, 2023
26 December 29, 2023	December 11, 2023	** December 19, 2023	** December 11, 2023	** December 15, 2023

Please follow the above schedule. Time cards submitted and approved in Time and Labor after the above deadlines or paperwork submitted and approved after the above deadlines may not be included in that payroll. Absence requests submitted and approved in the Absence module after the above deadlines may not be included in that payroll.

Missing information, incorrect codes, or incomplete new hire paperwork will create a delay in processing.

For additional information contact:

Payroll: Payroll@depaul.edu

Human Resources: HRcentral@depaul.edu

Office of Student Employment: StudentEmployment@depaul.edu