

HR/Payroll Processing/Deadline Calendar

May 2023

May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 1	2 5:00pm Weekly HR Transactions	3 Weekly Pay Day	4 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	5 Weekly Payroll Processed
8 12:00pm Semi HR Transactions	9 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	10 Semi Payroll Processed Weekly Pay Day	11 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	12 Weekly Payroll Processed
15 Semi Pay Day	16 5:00pm Weekly HR Transactions	17 Weekly Pay Day	18 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	19 Weekly Payroll Processed
22 5:00pm Semi HR Transactions	23 5:00pm Semi RAP Approval 5:00pm Weekly HR Transactions	24 Semi Payroll Processed Weekly Pay Day	25 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	26 Weekly Payroll Processed
29 Holiday	30 5:00pm Weekly HR Transactions	31 Semi Pay Day Weekly Pay Day	Jun 1	2