

HR/Payroll Processing/Deadline Calendar

June 2023

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29	30	31	Jun 1 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	2 Weekly Payroll Processed
5	6 5:00pm Weekly HR Transactions	7 Weekly Pay Day	8 12:00pm Semi HR Transactions 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	9 5:00pm Semi RAP Approval Weekly Payroll Processed
12 Semi Payroll Processed	13 5:00pm Weekly HR Transactions	14 Weekly Pay Day	15 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval Semi Pay Day	16 Weekly Payroll Processed
19 Holiday	20 5:00pm Weekly HR Transactions	21 Weekly Pay Day	22 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	23 12:00pm Semi HR Transactions Weekly Payroll Processed
26 5:00pm Semi RAP Approval	27 Semi Payroll Processed 5:00pm Weekly HR Transactions	28 Weekly Pay Day	29 3:00pm Weekly Time Approval 5:00 pm Weekly RAP Approval	30 Semi Pay Day Weekly Payroll Processed