

University Payroll & Benefits Important Year-End Deadlines

With the end of year quickly approaching, University Payroll & Benefits would like to highlight important information including year-end deadlines for all units and employees to take note of.

Holiday Payroll Schedule

Veteran's Day Week

Adjustment Calculation

Veteran's Day falls on **Friday, 11/11/2022** which is also bank holiday.

- The deadline to process prior pay period adjustments that pay on **Thursday, 11/10/2022** will be **noon Friday, 11/4/2022**.
- Any prior pay adjustments approved **after noon Friday, 11/4/2022** and by **5:00 PM Friday, 11/11/2022** will be paid on **Friday, 11/18/2022**.

Thanksgiving Week

Adjustment Calculation

- Due to the Thanksgiving Holiday the deadline to process prior pay period adjustments that pay on **Friday, 11/25/2022** will be **noon Friday, 11/18/2022**.
- Any prior pay adjustments approved after **noon Friday, 11/18/2022** and by **5:00 PM Friday, 11/25/2022** will be paid on **Friday, 12/2/2022**.

Holiday Break

Adjustment Calculation

- The week before holiday break, the deadline to submit prior pay period adjustments will be **noon Thursday, 12/15/2022**. Adjustment pay date will be **Friday, 12/23/2022**.
- **This will be the last adjustment calc for Calendar Year 2022**. Please ensure that all prior pay period adjustments needing to be paid in 2022 are submitted by **noon Thursday, 12/15/2022** deadline.

2023 Bi-Weekly 1 Calculation

Feeder files are due by **5:00 p.m. Tuesday, 12/27/2022**. Department approvers have **until noon Tuesday, 12/27/2022** for timesheet approval. Superusers have **until 5:00 p.m. Tuesday, 12/27/2022** for timesheet approval. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) **until 10:00 a.m. on Wednesday, 12/28/2022**. All other calc deadlines pertaining to units will remain the same.

- **2023 Bi-Weekly 1 Pay Day is 1/4/2023**.
- **There will be NO adjustment calc the week of 12/26/2022**.

First Adjustment Calculation of 2023

The deadline to submit prior pay adjustments to pay **on Friday, 1/6/2023 will be noon Tuesday, 1/3/2023**. Therefore, all prior pay period adjustments submitted **after noon Thursday, 12/15/2022 and by noon Tuesday, 1/3/2023 will pay Friday, 1/6/2023**.