

## FY23 PAY PERIODS AND PAY DATES SCHEDULE

AY	AY Pay Date #	Workday	BI-WEEKLY		D	BI-WEEKLY	D	Workday	Workday	ADJUSTMENTS	
		PAY PERIOD	PAY PERIOD		A	PAY	A	TIMESHEETS	TIMESHEETS		
		END DATE (PPE)	DATES (Saturday to Friday)		Y	DATE	Y	AVAILABLE (before previous period closes)	MUST BE APPROVED BY 12 NOON*		
AY 22	19	05/13/22	04/30/22 - 05/13/22		F	05/20/22	W	04/27/22	Sa	05/14/22	
	20	05/27/22	05/14/22 - 05/27/22		F	06/03/22	W	05/11/22	Th	05/26/22 A	
	Summer I (Pays 1-4)	1	06/10/22	05/28/22 - 06/10/22	10-Month Benefits, State Retirement, and SRA Deductions Suspended	F	06/17/22	W	05/25/22	Sa	06/11/22
		2	06/24/22	06/11/22 - 06/24/22		F	07/01/22	W	06/08/22	Sa	06/25/22
	Summer II (Pays 4-6)	3	07/08/22	06/25/22 - 07/08/22		F	07/15/22	W	06/22/22	Sa	07/09/22
		4	07/22/22	07/09/22 - 07/22/22		F	07/29/22	W	07/06/22	Sa	07/23/22
5		08/05/22	07/23/22 - 08/05/22		F	08/12/22	W	07/20/22	Sa	08/06/22	
6		08/19/22	08/06/22 - 08/19/22		F	08/26/22	W	08/03/22	Sa	08/20/22	
Academic Year 2022-2023	1	09/02/22**	08/20/22 - 09/02/22		F	09/09/22	W	08/17/22	Th	09/01/22 B	
	2	09/16/22	09/03/22 - 09/16/22		F	09/23/22	W	08/31/22	Sa	09/17/22	
	3	09/30/22	09/17/22 - 09/30/22		F	10/07/22	W	09/14/22	Sa	10/01/22	
	4	10/14/22	10/01/22 - 10/14/22		F	10/21/22	W	09/28/22	F	10/15/22	
	5	10/28/22	10/15/22 - 10/28/22		F	11/04/22	W	10/12/22	F	10/29/22	
	6	11/11/22	10/29/22 - 11/11/22		F	11/18/22	W	10/26/22	F	11/12/22	
	7	11/25/22	11/12/22 - 11/25/22		F	12/02/22	W	11/09/22	W	11/23/22 C	
	8	12/09/22	11/26/22 - 12/09/22		F	12/16/22	W	11/23/22	Sa	12/10/22	
	9	12/23/22	12/10/22 - 12/23/22		F	12/30/22	W	12/07/22	W	12/21/22 D	
	10	01/06/23	12/24/22 - 01/06/23		F	01/13/23	W	12/21/22	Sa	01/07/23	
	11	01/20/23	01/07/23 - 01/20/23		F	01/27/23	W	01/04/23	Sa	01/21/23	
	12	02/03/23	01/21/23 - 02/03/23		F	02/10/23	W	01/18/23	Sa	02/04/23	
	13	02/17/23	02/04/23 - 02/17/23		F	02/24/23	W	02/01/23	Sa	02/18/23	
	14	03/03/23	02/18/23 - 03/03/23		F	03/10/23	W	02/15/23	Sa	03/04/23	
	15	03/17/23	03/04/23 - 03/17/23		F	03/24/23	W	03/01/23	Th	03/16/23 E	
	16	03/31/23	03/18/23 - 03/31/23		F	04/07/23	W	03/15/23	Sa	04/01/23	
	17	04/14/23	04/01/23 - 04/14/23		F	04/21/23	W	03/29/23	Sa	04/15/23	
	18	04/28/23	04/15/23 - 04/28/23		F	05/05/23	W	04/12/23	Sa	04/29/23	
	19	05/12/23	04/29/23 - 05/12/23		F	05/19/23	W	04/26/23	Sa	05/13/23	
	20	05/26/23**	05/13/23 - 05/26/23		F	06/02/23	W	05/10/23	Th	05/25/23 F	
Summer	1	06/09/23	05/27/23 - 06/09/23	Deductions Suspended (see above)	F	06/16/23	W	05/24/23	Sa	06/08/23	
	2	06/23/23	06/10/23 - 06/23/23		F	06/30/23	W	06/07/23	Sa	06/24/23	
	3	07/07/23	06/24/23 - 07/07/23		F	07/14/23	W	06/21/23	Sa	07/08/23	

### IMPORTANT REMINDERS

**\*All hourly employees MUST submit a timesheet. Employees that do not submit their timesheet on time may not be paid on time.** Managers must review all timesheets for accuracy and approve by the applicable 12 noon deadline. Employees must ask their manager to confirm when they must complete and submit their timesheet for review and approval to ensure their Manager can meet this deadline.

\*\*There are twenty (20) pay periods in the 2022-2023 Academic Year. AY23 begins with September 2, 2022; 10-Month Faculty and Staff begin work on August 22, 2022. AY23 ends May 19, 2023, which is May 26, 2023.

### ADDITIONAL INFORMATION

-- Spring Break for Faculty and Students is March 13-19, 2023.

-- Spring Break for Staff is March 17, 2023.

-- Final date to use 2022 Annual and Personal Leave is December 23, 2022.

-- Please note the following Web Timesheet Deadline and/or Pay Date adjustments due to College Closings (see above):

- A. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 30, 2022.
- B. Early Timesheet deadline due to Labor Day Holiday on Monday, September 5, 2022.
- C. Early Timesheet deadline due to Thanksgiving Holidays on Thursday, November 24 and Friday, November 25, 2022.
- D. Early Timesheet deadline due to Winter Break on December 26, 2022-January 2, 2023.
- E. Early Timesheet deadline due to Spring Break on Friday, March 17, 2023.
- F. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 29, 2023.

-- Paylips are available in Workday two (2) days before the pay date: **Pay app** → **Payslips (on homepage by pay date)**, OR **View** → **Payslips**

-- Manage your **Payment Elections for Payroll and Expense Payments** in Workday: **Pay app** → **Actions** → **Payment Elections** (NOTE: you must be connected to an MC network to add or make changes to Payment Elections)

-- Contact the Payroll Services Team with any questions at: payroll@montgomerycollege.edu.

## FY23 PAID HOLIDAYS FOR STAFF

Year	Holiday	Day and Date	Total Days
FY22	Memorial Day	Monday, May 30, 2022	1
FY22	Juneteenth National Independence Day	Monday, June 20, 2022	1
FY23	Independence Day	Monday, July 4, 2022	1
FY23	Labor Day	Monday, September 5, 2022	1
FY23	Thanksgiving Day and the Day After	Thursday, November 24, 2022 and Friday, November 25, 2022	2
FY23	Winter Break	Monday, December 26, 2022 through Monday, January 2, 2023	6
FY23	Dr. Martin Luther King, Jr. Day	Monday, January 16, 2023	1
FY23	Spring Break for Staff	Friday, March 17, 2023	1
FY23	Memorial Day	Monday, May 29, 2023	1
FY23	Juneteenth National Independence Day	Monday, June 19, 2023	1