



North Carolina A&T State University
2023 Bi-Weekly Payroll Calendar for
Hourly Student and Temporary Employees

IMPORTANT: Employees must submit their timesheet NO LATER than the Timesheet Due Date and Cut-off Time. Supervisors must approve timesheets NO LATER than the Approval Due Date and Cut-off Time. Once the system locks for employee submission and supervisor approval, the supervisor will be required to submit an approved Late Paper Timesheet to payroll@ncat.edu. **The late paper timesheet will be paid in the next bi-weekly pay cycle.**

PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAY DATE
	TWO WEEK START DATE	TWO WEEK END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	
1	12/19/23	01/01/23	01/03/23*	6:00 PM*	01/04/23*	1:30 PM*	01/13/23
2	01/02/23	01/15/23	01/17/23*	6:00 PM*	01/18/23*	1:30 PM*	01/27/23
3	01/16/23	01/29/23	01/30/23	11:59 PM	01/31/23	11:59 PM	02/10/23
4	01/30/23	02/12/23	02/13/23	11:59 PM	02/14/23	11:59 PM	02/24/23
5	02/13/23	02/26/23	02/27/23	11:59 PM	02/28/23	11:59 PM	03/10/23
6	02/27/23	03/12/23	03/13/23	11:59 PM	03/14/23	11:59 PM	03/24/23
7	03/13/23	03/26/23	03/27/23	11:59 PM	03/28/23	11:59 PM	04/07/23
8	03/27/23	04/09/23	04/10/23	11:59 PM	04/11/23	11:59 PM	04/21/23
9	04/10/23	04/23/23	04/24/23	11:59 PM	04/25/23	11:59 PM	05/05/23
10	04/24/23	05/07/23	05/08/23	11:59 PM	05/09/23	11:59 PM	05/19/23
11	05/08/23	05/21/23	05/22/23	11:59 PM	05/23/23	11:59 PM	06/02/23
12	05/22/23	06/04/23	06/05/23	11:59 PM	06/06/23	11:59 PM	06/16/23
13	06/05/23	06/18/23	06/19/23	11:59 PM	06/20/23	11:59 PM	06/30/23
14	06/19/23	07/02/23	07/03/23	11:59 PM	07/05/23*	1:30 PM*	07/14/23
15	07/03/23	07/16/23	07/17/23	11:59 PM	07/18/23	11:59 PM	07/28/23
16	07/17/23	07/30/23	07/31/23	11:59 PM	08/01/23	11:59 PM	08/11/23
17	07/31/23	08/13/23	08/14/23	11:59 PM	08/15/23	11:59 PM	08/25/23
18	08/14/23	08/27/23	08/28/23	11:59 PM	08/29/23	11:59 PM	09/08/23
19	08/28/23	09/10/23	09/11/23	11:59 PM	09/12/23	11:59 PM	09/22/23
20	09/11/23	09/24/23	09/25/23	11:59 PM	09/26/23	11:59 PM	10/06/23
21	09/25/23	10/08/23	10/09/23	11:59 PM	10/10/23	11:59 PM	10/20/23
23	10/09/23	10/22/23	10/23/23	11:59 PM	10/24/23	11:59 PM	11/03/23
23	10/23/23	11/05/23	11/06/23	11:59 PM	11/07/23	11:59 PM	11/17/23
24	11/06/23	11/19/23	11/20/23	11:59 PM	11/21/23	11:59 PM	12/01/23
25	11/20/23	12/03/23	12/04/23	11:59 PM	12/05/23	11:59 PM	12/15/23
26	12/04/23	12/17/23	12/18/23	11:59 PM	12/19/23	11:59 PM	12/29/23

*Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees. Bi-weekly paid employees pay authorization paperwork must be submitted at least two (2) weeks prior to the established first day of work that time entry can be completed for timely pay. Late receipt of the pay authorization paperwork will cause the employee to experience a delay pay. **Do not allow an employee to begin work before the personnel authorization is approved for employment.**