



North Carolina A&T State University
DRAFT
**2023 Banner Payroll Calendar
for
Month-End Employees**

Important: Employees must enter leave taken **no later** than the Leave Report Due Date and Cut-Off Time. Supervisors must approve leave reports **no later** than the Leave Report Cut-Off Time on the Due Date.

PAY #	MONTH	PAY PERIOD START DATE	PAY PERIOD END DATE	FINAL RECEIPT OF PAY AUTHORIZATIONS FOR PAY PERIOD	EMPLOYEE LEAVE REPORT DUE DATE	SUPERVISORS LEAVE APPROVAL DUE DATE	CUT-OFF TIME FOR EMPLOYEES & SUPERVISORS	PAY DATE
1	JAN	01/01/23	01/31/23	01/10/23	02/06/23	02/07/23	11:59 PM	01/31/23
2	FEB	02/01/23	02/28/23	02/10/23	03/06/23	03/07/23	11:59 PM	02/28/23
3	MAR	03/01/23	03/31/23	03/10/23	04/05/23	04/06/23	11:59 PM	03/31/23
4	APR	04/01/23	04/30/23	04/11/23	05/05/23	05/08/23	11:59 PM	04/28/23
5	MAY	05/01/23	05/31/23	05/10/23	06/05/23	06/06/23	11:59 PM	05/31/23
6	JUN	06/01/23	06/30/23	06/09/23	07/05/23	07/06/23	11:59 PM	06/30/23
7	JUL	07/01/23	07/31/23	07/10/23	08/07/23	08/08/23	11:59 PM	07/31/23
8	AUG	08/01/23	08/31/23	08/10/23	09/05/23	09/06/23	11:59 PM	08/31/23
9	SEP	09/01/23	09/30/23	09/11/23	10/05/23	10/06/23	11:59 PM	09/29/23
10	OCT	10/01/23	10/31/23	10/10/23	11/06/23	11/07/23	11:59 PM	10/31/23
11	NOV	11/01/23	11/30/23	11/10/23	12/04/23	12/05/23	11:59 PM	11/30/23
12	DEC	12/01/23	12/31/23	12/01/23	01/05/24*	01/08/24*	11:59 PM	12/22/23

*Due to the holidays, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.

2023 Scheduled Orientation Dates for Month-End Employees
(Attendance applicable for all employment classifications)

Departments should review the established orientation schedule and final pay authorization receipt deadline to ensure month-end pay for the employee. Late paperwork will cause the employee to miss the current month's pay date. *** Employees will receive their first paycheck the following month.**

PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE	PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE
1	JAN	01/03/23	01/23/23*	01/31/23	7	JUL	07/06/23	07/17/23*	07/31/23
2	FEB	02/06/23	02/20/23*	02/28/23	8	AUG	08/07/23	08/21/23*	08/31/23
3	MAR	03/06/23	03/20/23*	03/31/23	9	SEP	09/06/23	09/18/23*	09/29/23
4	APR	04/03/23	04/17/23*	04/28/23	10	OCT	10/02/23	10/16/23	10/31/23
5	MAY	05/01/23	05/15/23	05/31/23	11	NOV	11/06/23	11/20/23*	11/30/23
6	JUN	06/05/23	06/19/23*	06/30/23	12	DEC	12/04/23	N/A	12/22/23