



**North Carolina A&T State University**

2023 Banner Payroll Calendar for

SHRA Non-Exempt Employees

**Important:** Employees must enter time **no later** than the Employee Submit Deadline by 11:59 p.m.

Supervisors must approve time **no later** than the Supervisor Submit Deadline by 11:59 p.m.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Calendar Days Covered** | | **Employees** | **Supervisors** | **View Balance on** | **Vacation and Sick** | **Comp Accrual &** |
| **Leave Period** | **Payroll Month** | **From** | **To** | **Submit Deadline** | **Approve Deadline** | **Self-Service (SSB)** | **Accrual Thru** | **Leave Taken Thru** |
| SB 26 | MN01 | 12/05/2022 | 12/18/2022 | 12/19/2022 | 12/20/2022 | January 25 | January | January 1 |
| SB 01 | MN01 | 12/19/2022 | 01/01/2023 | 01/03/2023 | 01/04/2023 | January 25 | January | January 1 |
| SB 02 | MN02 | 01/02/2023 | 01/15/2023 | 01/16/2023 | 01/7/2023 | February 25 | February | February 12 |
| SB 03 | MN02 | 01/16/2023 | 01/29/2023 | 01/30/2023 | 01/31/2023 | February 25 | February | February 12 |
| SB 04 | MN02 | 01/30/2023 | 02/12/2023 | 02/13/2023 | 02/14/2023 | February 25 | February | February 12 |
| SB 05 | MN03 | 02/13/2023 | 02/26/2023 | 02/27/2023 | 02/28/2023 | March 25 | March | March 12 |
| SB 06 | MN03 | 02/27/2023 | 03/12/2023 | 03/13/2023 | 03/14/2023 | March 25 | March | March 12 |
| SB 07 | MN04 | 03/13/2023 | 03/26/2023 | 03/27/2023 | 03/28/2023 | April 25 | April | April 9 |
| SB 08 | MN04 | 03/27/2023 | 04/09/2023 | 04/10/2023 | 04/11/2023 | April 25 | April | April 9 |
| SB 09 | MN05 | 04/10/2023 | 04/23/2023 | 04/24/2023 | 04/25/2023 | May 25 | May | May 7 |
| SB 10 | MN05 | 04/24/2023 | 05/07/2023 | 05/08/2023 | 05/09/2023 | May 25 | May | May 7 |
| SB 11 | MN06 | 05/08/2023 | 05/21/2023 | 05/22/2023 | 05/23/2023 | June 25 | June | June 4 |
| SB 12 | MN06 | 05/22/2023 | 06/04/2023 | 06/05/2023 | 06/06/2023 | June 25 | June | June 4 |
| SB 13 | MN07 | 06/05/2023 | 06/18/2023 | 06/19/2023 | 06/20/2023 | July 25 | July | July 2 |
| SB 14 | MN07 | 06/19/2023 | 07/02/2023 | 07/05/2023 | 07/06/2023 | July 25 | July | July 2 |
| SB 15 | MN08 | 07/03/2023 | 07/16/2023 | 07/17/2023 | 07/18/2023 | August 25 | August | August 13 |
| SB 16 | MN08 | 07/17/2023 | 07/30/2023 | 07/31/2023 | 08/01/2023 | August 25 | August | August 13 |
| SB 17 | MN08 | 07/31/2023 | 08/13/2023 | 08/14/2023 | 08/15/2023 | August 25 | August | August 13 |
| SB 18 | MN09 | 08/14/2023 | 08/27/2023 | 08/28/2023 | 08/29/2023 | September 25 | September | September 10 |
| SB 19 | MN09 | 08/28/2023 | 09/10/2023 | 09/11/2023 | 09/12/2023 | September 25 | September | September 10 |
| SB 20 | MN10 | 09/11/2023 | 09/24/2023 | 09/25/2023 | 09/26/2023 | October 25 | October | October 8 |
| SB 21 | MN10 | 09/25/2023 | 10/08/2023 | 10/09/2023 | 10/10/2023 | October 25 | October | October 8 |
| SB 22 | MN11 | 10/09/2023 | 10/22/2023 | 10/23/2023 | 10/24/2023 | November 25 | November | November 5 |
| SB 23 | MN12 | 10/23/2023 | 11/05/2023 | 11/06/2023 | 11/07/2023 | November 25 | November | November 5 |
| SB 24 | MN12 | 11/06/2023 | 11/19/2023 | 11/20/2023 | 11/21/2023 | December 23 | December | December 3 |
| SB 25 | MN12 | 11/20/2023 | 12/03/2023 | 12/04/2023 | 12/05/2023\* | December 23 | December | December 3 |
| SB 26 | MN01 | 12/04/2023 | 12/17/2023 | 12/18/2023 | 12/19/2023 | January 25 | January | December 31 |
| SB 01 | MN01 | 12/18/2023 | 12/31/2023 | 01/02/2024 | 01/03/2024 | January 25 | January | December 31 |

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