

2023 Workday Payroll Calendar

Period Number	Monthly Employees		Hourly Employees		All employees
	Period Start Date	Period End Date	Period Start Date	Period End Date	Pay Date
1	1-Jan-2023	15-Jan-2023	24-Dec-2022	8-Jan-2023	13-Jan-2023
2	16-Jan-2023	31-Jan-2023	9-Jan-2023	23-Jan-2023	31-Jan-2023
3	1-Feb-2023	15-Feb-2023	24-Jan-2023	8-Feb-2023	15-Feb-2023
4	16-Feb-2023	28-Feb-2023	9-Feb-2023	23-Feb-2023	28-Feb-2023
5	1-Mar-2023	15-Mar-2023	24-Feb-2023	8-Mar-2023	15-Mar-2023
6	16-Mar-2023	31-Mar-2023	9-Mar-2023	23-Mar-2023	31-Mar-2023
7	1-Apr-2023	15-Apr-2023	24-Mar-2023	8-Apr-2023	14-Apr-2023
8	16-Apr-2023	30-Apr-2023	9-Apr-2023	23-Apr-2023	28-Apr-2023
9	1-May-2023	15-May-2023	24-Apr-2023	8-May-2023	15-May-2023
10	16-May-2023	31-May-2023	9-May-2023	23-May-2023	31-May-2023
11	1-Jun-2023	15-Jun-2023	24-May-2023	8-Jun-2023	15-Jun-2023
12	16-Jun-2023	30-Jun-2023	9-Jun-2023	23-Jun-2023	30-Jun-2023
13	1-Jul-2023	15-Jul-2023	24-Jun-2023	8-Jul-2023	14-Jul-2023
14	16-Jul-2023	31-Jul-2023	9-Jul-2023	23-Jul-2023	31-Jul-2023
15	1-Aug-2023	15-Aug-2023	24-Jul-2023	8-Aug-2023	15-Aug-2023
16	16-Aug-2023	31-Aug-2023	9-Aug-2023	23-Aug-2023	31-Aug-2023
17	1-Sep-2023	15-Sep-2023	24-Aug-2023	8-Sep-2023	15-Sep-2023
18	16-Sep-2023	30-Sep-2023	9-Sep-2023	23-Sep-2023	29-Sep-2023
19	1-Oct-2023	15-Oct-2023	24-Sep-2023	8-Oct-2023	13-Oct-2023
20	16-Oct-2023	31-Oct-2023	9-Oct-2023	23-Oct-2023	31-Oct-2023
21	1-Nov-2023	15-Nov-2023	24-Oct-2023	8-Nov-2023	15-Nov-2023
22	16-Nov-2023	30-Nov-2023	9-Nov-2023	23-Nov-2023	30-Nov-2023
23	1-Dec-2023	15-Dec-2023	24-Nov-2023	8-Dec-2023	15-Dec-2023
24	16-Dec-2023	31-Dec-2023	9-Dec-2023	23-Dec-2023	29-Dec-2023

Employees & Timekeepers	Managers & Leaders
Time Entry/Submit Deadline @ 11:59pm	Time Approval Deadline @ 11:59pm
8-Jan-2023	9-Jan-2023
23-Jan-2023	24-Jan-2023
8-Feb-2023	9-Feb-2023
23-Feb-2023	23-Feb-2023 5pm
8-Mar-2023	9-Mar-2023
23-Mar-2023	24-Mar-2023
8-Apr-2023	11-Apr-2023 5pm
23-Apr-2023	24-Apr-2023
8-May-2023	9-May-2023
23-May-2023	24-May-2023
8-Jun-2023	9-Jun-2023
23-Jun-2023	26-Jun-2023
8-Jul-2023	10-Jul-2023
23-Jul-2023	24-Jul-2023
8-Aug-2023	9-Aug-2023
23-Aug-2023	24-Aug-2023
8-Sep-2023	11-Sep-2023
23-Sep-2023	25-Sep-2023
8-Oct-2023	10-Oct-2023 5pm
23-Oct-2023	24-Oct-2023
8-Nov-2023	9-Nov-2023
23-Nov-2023	24-Nov-2023
8-Dec-2023	11-Dec-2023
20-Dec-2023	20-Dec-2023

Payroll Administrators
Deadline to enter employee data in Workday
10-Jan-2023
26-Jan-2023
10-Feb-2023
23-Feb-2023
10-Mar-2023
28-Mar-2023
11-Apr-2023
25-Apr-2023
10-May-2023
26-May-2023
12-Jun-2023
27-Jun-2023
11-Jul-2023
26-Jul-2023
10-Aug-2023
28-Aug-2023
12-Sep-2023
26-Sep-2023
10-Oct-2023
26-Oct-2023
9-Nov-2023
27-Nov-2023
12-Dec-2023
20-Dec-2023