

University of the Incarnate Word

Staff & Student Payroll Schedule

Fiscal Year 2023-2024

Pay Period Timesheets close at 11:59 p.m.	Timesheets are due to Supervisors for review and approval	TIMESHEETS ARE DUE TO PAYROLL BY 1:00 P.M.	Pay Date	Pay #
June 1 - June 15	June 15	June 16	June 22, 2023	12
June 16 - June 30	June 29	June 30	July 7, 2023	13
July 1 - July 15	July 15	July 17	July 21, 2023	14
July 16 - July 31	July 31	August 1	August 7, 2023	15
August 1 - August 15	August 15	August 16	August 22, 2023	16
August 16 - August 31	August 31	September 1	September 7, 2023	17
September 1 - September 15	September 15	September 18	September 22, 2023	18
September 16 - September 30	September 30	October 2	October 6, 2023	19
October 1 - October 15	October 15	October 16	October 20, 2023	20
October 16 - October 31	October 31	November 1	November 7, 2023	21
November 1 - November 15	November 15	November 16	November 21, 2023	22
November 16 - November 30	November 30	December 1	December 7, 2023	23
December 1 - December 15	December 14	December 15 **	December 20, 2023	24
December 16 - December 31	December 31	January 2 **	January 5, 2024	1
January 1 - January 15	January 15	January 16	January 22, 2024	2
January 16 - January 31	January 31	February 1	February 7, 2024	3
February 1 - February 15	February 15	February 16	February 22, 2024	4
February 16 - February 29	February 29	March 1	March 7, 2024	5
March 1 - March 15	March 15	March 18	March 22, 2024	6
March 16 - March 31	March 31	April 01	April 5, 2024	7
April 1 - April 15	April 15	April 16	April 22, 2024	8
April 16 - April 30	April 30	May 1	May 7, 2024	9
May 1 - May 15	May 15	May 16	May 22, 2024	10
May 16 - May 31	May 31	June 1	June 7, 2024	11

**** Subject to change due to Holidays ****

All timesheets close at 11:59 p.m. on the last day of the pay period.

Employees are expected to log in their hours each day