

Washburn University Finance Office

Pay Calendars – 2023

The pay calendars below are broken down by type of employee: student, non-exempt staff, and faculty and exempt staff. These calendars apply to both Washburn University and Washburn Tech employees.

Student Pay Calendar - 2023

Timesheets for student employees must be **submitted for approval online by 5:00 P.M.** on the “Timesheet Due” dates indicated below. **Supervisor online approvals must be completed by 10:00 P.M.** on the “Approval Due” dates.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked.

If you miss the online submission deadline, you must fill out a paper timesheet, obtain your supervisor’s approval signature (as well as the Student Coordinator’s signature for Federal Work Study positions), and submit it to the payroll office by 9:00 A.M. on the day after the “Approval Due” date. **Late paper timesheets received after the 9:00 A.M. deadline will not be processed until the next regular scheduled pay date.**

Pay No.	Pay Period	Timesheet Due	Approval Due	Pay Date
1	12/18/2022 - 12/31/2022	Monday 1/2/2023 5:00 PM	Tuesday 1/3/2023 10:00 PM	1/13/2023
2	1/1/2023 - 1/14/2023	Tuesday 1/17/2023 5:00 PM	Wednesday 1/18/2023 10:00 PM	1/27/2023
3	1/15/2023 - 1/28/2023	Monday 1/30/2023 5:00 PM	Tuesday 1/31/2023 10:00 PM	2/10/2023
4	1/29/2023 - 2/11/2023	Monday 2/13/2023 5:00 PM	Tuesday 2/14/2023 10:00 PM	2/24/2023
5	2/12/2023 - 2/25/2023	Monday 2/27/2023 5:00 PM	Tuesday 2/28/2023 10:00 PM	3/10/2023
6	2/26/2023 - 3/11/2023	Monday 3/13/2023 5:00 PM	Tuesday 3/14/2023 10:00 PM	3/24/2023
7	3/12/2023 - 3/25/2023	Monday 3/27/2023 5:00 PM	Tuesday 3/28/2023 10:00 PM	4/7/2023
8	3/26/2023 - 4/8/2023	Monday 4/10/2023 5:00 PM	Tuesday 4/11/2023 10:00 PM	4/21/2023
9	4/9/2023 - 4/22/2023	Monday 4/24/2023 5:00 PM	Tuesday 4/25/2023 10:00 PM	5/5/2023
10	4/23/2023 - 5/6/2023	Monday 5/8/2023 5:00 PM	Tuesday 5/9/2023 10:00 PM	5/19/2023
11	5/7/2023 - 5/20/2023	Monday 5/22/2023 5:00 PM	Tuesday 5/23/2023 10:00 PM	6/2/2023
12	5/21/2023 - 6/3/2023	Monday 6/5/2023 5:00 PM	Tuesday 6/6/2023 10:00 PM	6/16/2023
13	6/4/2023 - 6/17/2023	Monday 6/19/2023 5:00 PM	Tuesday 6/20/2023 10:00 PM	6/30/2023
14	6/18/2023 - 7/1/2023	Monday 7/3/2023 5:00 PM	Wednesday 7/5/2023 10:00 PM	7/14/2023
15	7/2/2023 - 7/15/2023	Monday 7/17/2023 5:00 PM	Tuesday 7/18/2023 10:00 PM	7/28/2023
16	7/16/2023 - 7/29/2023	Monday 7/31/2023 5:00 PM	Tuesday 8/1/2023 10:00 PM	8/11/2023
17	7/30/2023 - 8/12/2023	Monday 8/14/2023 5:00 PM	Tuesday 8/15/2023 10:00 PM	8/25/2023
18	8/13/2023 - 8/26/2023	Monday 8/28/2023 5:00 PM	Tuesday 8/29/2023 10:00 PM	9/8/2023
19	8/27/2023 - 9/9/2023	Monday 9/11/2023 5:00 PM	Tuesday 9/12/2023 10:00 PM	9/22/2023
20	9/10/2023 - 9/23/2023	Monday 9/25/2023 5:00 PM	Tuesday 9/26/2023 10:00 PM	10/6/2023
21	9/24/2023 - 10/7/2023	Monday 10/9/2023 5:00 PM	Tuesday 10/10/2023 10:00 PM	10/20/2023
22	10/8/2023 - 10/21/2023	Monday 10/23/2023 5:00 PM	Tuesday 10/24/2023 10:00 PM	11/3/2023
23	10/22/2023 - 11/4/2023	Monday 11/6/2023 5:00 PM	Tuesday 11/7/2023 10:00 PM	11/17/2023
24	11/5/2023 - 11/18/2023	Monday 11/20/2023 5:00 PM	Tuesday 11/21/2023 10:00 PM	12/1/2023
25	11/19/2023 - 12/2/2023	Monday 12/4/2023 5:00 PM	Tuesday 12/5/2023 10:00 PM	12/15/2023
26	12/3/2023 - 12/16/2023	Monday 12/18/2023 5:00 PM	Tuesday 12/19/2023 10:00 PM	12/29/2023

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Non-Exempt Staff (Bi-weekly) Pay Calendar - 2023

Timesheets for non-exempt staff must be **submitted for approval online** (via web time entry or departmental time entry) **by noon** on the “Timesheet Due” dates indicated below. **Supervisor online approvals must be completed by 10:00 P.M.** on the “Approval Due” dates. Approved paper timesheets must be received in Payroll by 9:00 A.M. on the day after the “Timesheet Due” date.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you miss the online submission deadline, you must fill out a paper timesheet, obtain your supervisor’s approval signature, and submit it to the payroll office by 9:00 A.M. on the day after the “Approval Due” date. **Late paper timesheets received after the 9:00 A.M. deadline will not be processed until the next regular scheduled pay date.**

Pay No.	Pay Period	Timesheet Due	Approval Due	Pay Date
1	12/25/2022 - 1/7/2023	Monday 1/9/2023 12:00 PM (noon)	Monday 1/9/2023 10:00 PM	1/13/2023
2	1/8/2023 - 1/21/2023	Monday 1/23/2023 12:00 PM (noon)	Monday 1/23/2023 10:00 PM	1/27/2023
3	1/22/2023 - 2/4/2023	Monday 2/6/2023 12:00 PM (noon)	Monday 2/6/2023 10:00 PM	2/10/2023
4	2/5/2023 - 2/18/2023	Monday 2/20/2023 12:00 PM (noon)	Monday 2/20/2023 10:00 PM	2/24/2023
5	2/19/2023 - 3/4/2023	Monday 3/6/2023 12:00 PM (noon)	Monday 3/6/2023 10:00 PM	3/10/2023
6	3/5/2023 - 3/18/2023	Monday 3/20/2023 12:00 PM (noon)	Monday 3/20/2023 10:00 PM	3/24/2023
7	3/19/2023 - 4/1/2023	Monday 4/3/2023 12:00 PM (noon)	Monday 4/3/2023 10:00 PM	4/7/2023
8	4/2/2023 - 4/15/2023	Monday 4/17/2023 12:00 PM (noon)	Monday 4/17/2023 10:00 PM	4/21/2023
9	4/16/2023 - 4/29/2023	Monday 5/1/2023 12:00 PM (noon)	Monday 5/1/2023 10:00 PM	5/5/2023
10	4/30/2023 - 5/13/2023	Monday 5/15/2023 12:00 PM (noon)	Monday 5/15/2023 10:00 PM	5/19/2023
11	5/14/2023 - 5/27/2023	Tuesday 5/30/2023 12:00 PM (noon)	Tuesday 5/30/2023 10:00 PM	6/2/2023
12	5/28/2023 - 6/10/2023	Monday 6/12/2023 12:00 PM (noon)	Monday 6/12/2023 10:00 PM	6/16/2023
13	6/11/2023 - 6/24/2023	Monday 6/26/2023 12:00 PM (noon)	Monday 6/26/2023 10:00 PM	6/30/2023
14	6/25/2023 - 7/8/2023	Monday 7/10/2023 12:00 PM (noon)	Monday 7/10/2023 10:00 PM	7/14/2023
15	7/9/2023 - 7/22/2023	Monday 7/24/2023 12:00 PM (noon)	Monday 7/24/2023 10:00 PM	7/28/2023
16	7/23/2023 - 8/5/2023	Monday 8/7/2023 12:00 PM (noon)	Monday 8/7/2023 10:00 PM	8/11/2023
17	8/6/2023 - 8/19/2023	Monday 8/21/2023 12:00 PM (noon)	Monday 8/21/2023 10:00 PM	8/25/2023
18	8/20/2023 - 9/2/2023	Tuesday 9/5/2023 12:00 PM (noon)	Tuesday 9/5/2023 10:00 PM	9/8/2023
19	9/3/2023 - 9/16/2023	Monday 9/18/2023 12:00 PM (noon)	Monday 9/18/2023 10:00 PM	9/22/2023
20	9/17/2023 - 9/30/2023	Monday 10/2/2023 12:00 PM (noon)	Monday 10/2/2023 10:00 PM	10/6/2023
21	10/1/2023 - 10/14/2023	Monday 10/16/2023 12:00 PM (noon)	Monday 10/16/2023 10:00 PM	10/20/2023
22	10/15/2023 - 10/28/2023	Monday 10/30/2023 12:00 PM (noon)	Monday 10/30/2023 10:00 PM	11/3/2023
23	10/29/2023 - 11/11/2023	Monday 11/13/2023 12:00 PM (noon)	Monday 11/13/2023 10:00 PM	11/17/2023
24	11/12/2023 - 11/25/2023	Monday 11/27/2023 12:00 PM (noon)	Monday 11/27/2023 10:00 PM	12/1/2023
25	11/26/2023 - 12/9/2023	Monday 12/11/2023 12:00 PM (noon)	Monday 12/11/2023 10:00 PM	12/15/2023
26	12/10/2023 - 12/23/2023	Tuesday 12/26/2023 12:00 PM (noon)	Tuesday 12/26/2023 10:00 PM	12/29/2023

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Faculty and Exempt Staff Pay Calendar - 2023

Timesheets for exempt staff, which are used to report personal and/or sick leave taken, must be **submitted for approval online** (via web time entry or departmental time entry) **by 5:00 P.M.** on the “Online Timesheet Due” dates indicated below. Employees should report leave for the entire pay period on the timesheet, including planned leave that occurs after the submission deadline. **Any changes to your reported leave, that are determined after the timesheet approval deadline, should be sent to Human Resources so they can correct your used leave balances.**

Supervisor online approvals must be completed by **10:00 P.M.** on the “Online Approval Due” dates.

Note: December deadlines are a bit earlier than usual due to the Winter Holiday Closing.

VPAA will send out notices to departments about the due dates for **Supplemental Pay forms**. These are typically **due to VPAA at least a week earlier than the due dates indicated below**. No Manual checks are processed in between payroll processing dates due to late submission of Supplemental Pay forms. If you miss the deadline for submission (to VPAA) you will not be paid for those supplemental wages until the next regular scheduled pay date.

Pay No.	Pay Period	Online Timesheet Due	Online Approval Due	Pay Date
1	January	Tuesday 1/24/2023 5:00 PM	Wednesday 1/25/2023 10:00 PM	Tuesday 1/31/2023
2	February	Tuesday 2/21/2023 5:00 PM	Wednesday 2/22/2023 10:00 PM	Tuesday 2/28/2023
3	March	Friday 3/24/2023 5:00 PM	Monday 3/27/2023 10:00 PM	Friday 3/31/2023
4	April	Friday 4/21/2023 5:00 PM	Monday 4/24/2023 10:00 PM	Friday 4/28/2023
5	May	Monday 5/22/2023 5:00 PM	Tuesday 5/23/2023 10:00 PM	Wednesday 5/31/2023
6	June	Thursday 6/22/2023 5:00 PM	Friday 6/23/2023 10:00 PM	Friday 6/30/2023
7	July	Monday 7/24/2023 5:00 PM	Tuesday 7/25/2023 10:00 PM	Monday 7/31/2023
8	August	Thursday 8/24/2023 5:00 PM	Friday 8/25/2023 10:00 PM	Thursday 8/31/2023
9	September	Friday 9/22/2023 5:00 PM	Monday 9/25/2023 10:00 PM	Friday 9/29/2023
10	October	Monday 10/23/2023 5:00 PM	Tuesday 10/24/2023 10:00 PM	Tuesday 10/31/2023
11	November	Tuesday 11/21/2023 5:00 PM	Wednesday 11/22/2023 10:00 PM	Thursday 11/30/2023
12	December	Thursday 12/14/2023 5:00 PM	Friday 12/15/2023 10:00 PM	Thursday 12/21/2023