



MEMORANDUM

DATE: January 6, 2023

TO: All City Employees

FROM: Administrative Services Office

RE: Calendar Year 2023

The Following is the payroll schedule for the year. All timesheets must be reviewed, completed, and signed by the Department Head prior to being submitted. Time Sheets are due by 9 a.m.

Time sheets due by 9:00 a.m.:

December 27, 2022 *

January 9, 2023

January 23, 2023

February 6, 2023

February 21, 2023 *

March 6, 2023

March 20, 2023

April 3, 2023

April 17, 2023

May 1, 2023

May 15, 2023

May 30, 2023 *

June 12, 2023

June 26, 2023

July 10, 2023

July 24, 2023

August 7, 2023

August 21, 2023

September 5, 2023 *

September 18, 2023

October 2, 2023

October 16, 2023

October 30, 2023

November 13, 2023

November 27, 2023

December 11, 2023

December 27, 2023 *

For the pay period of:

December 12 - December 25, 2022

December 26, 2022 – January 8, 2023

January 9 – January 22, 2023

January 23 - February 5, 2023

February 6 – February 19, 2023

February 20 - March 5, 2023

March 6 – March 19, 2023

March 20 – April 02, 2023

April 3 – April 16, 2023

April 17 – April 30, 2023

May 1- May 14, 2023

May 15 - May 28, 2023

May 29 – June 11, 2023

June 12- June 25, 2023

June 26 – July 9, 2023

July 10 – July 23, 2023

July 24 - August 06, 2023

August 7 – August. 20, 2023

August 21 - September 3, 2023

September 4 – September 17, 2023

September 18 - October 1, 2023

October 2- October 15, 2023

October 16 – October 29, 2023

October 30 – November 12, 2023

November 13 – November 26, 2023

November 27 – December 10, 2023

December 11 - December 24, 2023

Pay Date:

December 29, 2022

January 13, 2023

January 27, 2023

February 10, 2023

February 24, 2023

March 10, 2023

March 24, 2023

April 7, 2023

April 21, 2023

May 5, 2023

May 19, 2023

June 2, 2023

June 16, 2023

June 30, 2023

July 14, 2023

July 28, 2023

August 11, 2023

August 25, 2023

September 8, 2023

September 22, 2023

October 6, 2023

October 20, 2023

November 3, 2023

November 17, 2023

December 1, 2023

December 15, 2023

December 29, 2023

*All time sheets are due by 8 a.m. Late employee time sheets will receive a regular work week pay check. Any salary adjustments will be made on the following pay period. Please contact Payroll for any questions.

(NOTE: * short week) Updated 1/06/23