



**TIME SHEET SUBMISSION SCHEDULE**  
**FY 2022-2023**

All full-time and part-time employees must have their digital timecards for the current pay period on their ADP portals signed and approved by their supervisor by 3 PM on the designated due dates.

Period Worked	Due Date	Pay Date
06/27/2022 – 07/10/2022	<b>07/08/2022</b>	07/13/2022
07/11/2022 – 07/24/2022	<b>07/22/2022</b>	07/27/2022
07/25/2022 – 08/07/2022	<b>08/05/2022</b>	08/10/2022
08/08/2022 – 08/21/2022	<b>08/26/2022</b>	08/24/2022
08/22/2022 – 09/04/2022	<b>09/02/2022</b>	09/07/2022
09/05/2022 – 09/18/2022	<b>09/16/2022</b>	09/21/2022
09/19/2022 – 10/02/2022	<b>09/30/2022</b>	10/05/2022
10/03/2022 – 10/16/2022	<b>10/14/2022</b>	10/19/2022
10/17/2022 – 10/30/2022	<b>10/28/2022</b>	11/02/2022
10/31/2022 – 11/13/2022	<b>11/11/2022</b>	11/16/2022
11/14/2022 – 11/27/2022	<b>11/23/2022</b>	11/30/2022
11/28/2022 – 12/11/2022	<b>12/09/2022</b>	12/14/2022
12/12/2022 – 12/25/2022	<b>12/22/2022</b>	12/28/2022
12/26/2022 – 01/08/2023	<b>01/06/2023</b>	01/11/2023
01/09/2023 – 01/22/2023	<b>01/20/2023</b>	01/25/2023
01/23/2023 – 02/05/2023	<b>02/03/2023</b>	02/08/2023
02/06/2023 – 02/19/2023	<b>02/17/2023</b>	02/22/2023
02/20/2023 – 03/05/2023	<b>03/03/2023</b>	03/08/2023
03/06/2023 – 03/19/2023	<b>03/17/2023</b>	03/22/2023
03/20/2023 – 04/02/2023	<b>03/31/2023</b>	04/05/2023
04/03/2023 – 04/16/2023	<b>04/14/2023</b>	04/19/2023
04/17/2023 – 04/30/2023	<b>04/28/2023</b>	05/03/2023
05/01/2023 – 05/14/2023	<b>05/12/2023</b>	05/17/2023
05/15/2023 – 05/28/2023	<b>05/26/2023</b>	05/31/2023
05/29/2023 – 06/11/2023	<b>06/09/2023</b>	06/14/2023
06/12/2023 – 06/25/2023	<b>06/23/2023</b>	06/28/2023

**Timecards May Be Accessed on Personal Accounts Through:**  
<https://workforcenow.adp.com/>