

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

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