

ANDERSON UNIVERSITY				
BIWEEKLY PAYROLL SCHEDULE		FISCAL YEAR 2022-2023		
		Student Employment	Authorize	PAYROLL
		Offer In Paycom*	Payroll	FUNDS
PAYROLL PERIOD		*1 wk prior to work	Run Exceptions by 10 a.m.	RELEASED
May 8 - May 21	1ST SUMM STDT	MAY 2	Monday, MAY 23	MAY 27
May 22 - June 04		MAY 16	Monday, JUN 6	JUN 10
June 05 - June 18		MAY 31	Monday, JUN 20	JUN 24
June 19 - July 2		JUN 13	Tuesday, JUL 5*	JUL 08
July 3 - July 16		JUN 27	Monday, JUL 18	JUL 22
July 17 - July 30		JUL 11	Monday, AUG 1	AUG 05
July 31 - Aug. 13		JUL 25	Monday, AUG 15	AUG 19
Aug. 14 - Aug. 27	LAST SUMMER STDT	AUG 8	Monday, AUG 29	SEP 02
Aug. 28 - Sept. 10	SEM I/FWS STDTS	AUG 22	Monday, SEP 12	SEP 16
Sept. 11 - Sept. 24		SEP 6	Monday, SEP 26	SEP 30
Sept. 25 - Oct. 8		SEP 19	Monday, OCT 10	OCT 14
Oct. 9 - Oct. 22		OCT 3	Monday, OCT 24	OCT 28
Oct. 23 - Nov. 5		OCT 17	Monday, NOV 7	NOV 11
Nov. 6 - Nov. 19		OCT 31	Monday, NOV 21	NOV 25
Nov. 20 - Dec. 3		NOV 14	Monday DEC 5	DEC 09
Dec. 4 - Dec. 17		NOV 28	Monday DEC 19	DEC 23
Dec. 18 - Dec. 31		DEC 12	Monday JAN 2	JAN 06
Jan. 1 - Jan. 14, 2023	SEM II Pay	DEC 26	Tuesday, JAN 17*	JAN 20
Jan. 15 - Jan. 28		JAN 9	Monday, JAN 30	FEB 03
Jan. 29 - Feb. 11		JAN 23	Monday, FEB 13	FEB 17
Feb. 12 - Feb. 25		FEB 6	Monday, FEB 27	MAR 03
Feb. 26 - Mar. 11		FEB 20	Monday, MAR 13	MAR 17
Mar. 12 - Mar. 25		MAR 6	Monday, MAR 27	MAR 31
Mar. 26 - Apr. 8		MAR 20	Monday, APR 10	APR 14
Apr. 9 - Apr. 22		APR 3	Monday, APR 24	APR 28
Apr. 23 - May 6	Last Sem II Pay	APR 17	Monday, May 8	May 12
May 7 - May 20	1ST SUMM STDT		Monday, May 22	May 26
**Off Campus Agencies: LAST DAY FWS STDT is Friday, MAY 5, 2023				

*DATE MODIFIED BECAUSE OF HOLIDAY OR VACATION CONFLICT.

PLEASE NOTE--ALL Student Employment Requisitions are due in HR by 5:00 p.m. on date specified above
OR 1 week prior to first day of work in order to clock in using Time & Labor computerize web clock.
Dates are subject to change.

NO PAY ADVANCE UNLESS IT IS THE ERROR OF THE BUSINESS OFFICE OR WORK LIFE
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Kathy Young (X4134) IN WORK LIFE

Time Card Conversion		MINUTES to tenths		Student	Employment	Dates:
0-5	0	30-35	.5		From:	To:
6-11	.1	36-41	.6	Summer 2022	May 8	Aug. 27
12-17	.2	42-47	.7	Sem. I 2022-2023	Aug. 28	Jan. 1, 2023
18-23	.3	48-53	.8	Sem. II 2022-2023	Jan. 2, 2023	May 6, 2023**
24-29	.4	54-59	.9			

TIME AND LABOR PROCESS DEADLINES:

1. EXCEPTIONS RUN BY 10 A.M.
2. Timesheets reviewed, additions and corrections made and submitted by 10 A.M.
3. Payable Time Approved by 12 noon
4. Final Deadline 2 p.m. - Contact Renee Miller for changes after 12 noon