

Engineering Payroll

SCHEDULE OF 2022-2023 BIWEEKLY PAY PERIODS

September 1, 2022

Payroll Period #	From	Thru	Initialization Payroll and Retro	Timesheets Due	Settlement	Pay Date	Longevity Pay Dates
1	<i>Aug 21</i>	<i>Sep 03</i>	Sep 01*	Sep 01*	Sep 07	<i>Sep 09</i>	L
2	<i>Sep 04</i>	<i>Sep 17</i>	Sep 16	Sep 16	Sep 21	<i>Sep 23</i>	
3	<i>Sep 18</i>	<i>Oct 01</i>	Sep 30	Sep 30	Oct 05	<i>Oct 07</i>	L
4	<i>Oct 02</i>	<i>Oct 15</i>	Oct 14	Oct 14	Oct 19	<i>Oct 21</i>	
5	<i>Oct 16</i>	<i>Oct 29</i>	Oct 28	Oct 28	Nov 02	<i>Nov 04</i>	
6	<i>Oct 30</i>	<i>Nov 12</i>	Nov 11	Nov 11	Nov 16	<i>Nov 18</i>	L
7	<i>Nov 13</i>	<i>Nov 26</i>	Nov 22*	Nov 22*	Nov 30	<i>Dec 02</i>	
8	<i>Nov 27</i>	<i>Dec 10</i>	Dec 09	Dec 09	Dec 14	<i>Dec 16</i>	L
9	<i>Dec 11</i>	<i>Dec 24</i>	Dec 15*	Dec 15*	Dec 20*	<i>Dec 30**</i>	(No Ins)
10	<i>Dec 25</i>	<i>Jan 07</i>	Jan 06	Jan 06	Jan 11	<i>Jan 13</i>	L
11	<i>Jan 08</i>	<i>Jan 21</i>	Jan 20	Jan 20	Jan 25	<i>Jan 27</i>	
12	<i>Jan 22</i>	<i>Feb 04</i>	Feb 03	Feb 03	Feb 08	<i>Feb 10</i>	L
13	<i>Feb 05</i>	<i>Feb 18</i>	Feb 17	Feb 17	Feb 22	<i>Feb 24</i>	
14	<i>Feb 19</i>	<i>Mar 04</i>	Mar 03	Mar 03	Mar 08	<i>Mar 10</i>	L
15	<i>Mar 05</i>	<i>Mar 18</i>	Mar 15*	Mar 15*	Mar 22	<i>Mar 24</i>	
16	<i>Mar 19</i>	<i>Apr 01</i>	Mar 31	Mar 31	Apr 05	<i>Apr 07</i>	L
17	<i>Apr 02</i>	<i>Apr 15</i>	Apr 14	Apr 14	Apr 19	<i>Apr 21</i>	
18	<i>Apr 16</i>	<i>Apr 29</i>	Apr 28	Apr 28	May 03	<i>May 05</i>	
19	<i>Apr 30</i>	<i>May 13</i>	May 12	May 12	May 17	<i>May 19</i>	L
20	<i>May 14</i>	<i>May 27</i>	May 25*	May 25*	May 31	<i>Jun 02</i>	
21	<i>May 28</i>	<i>Jun 10</i>	Jun 09	Jun 09	Jun 14	<i>Jun 16</i>	L
22	<i>Jun 11</i>	<i>Jun 24</i>	Jun 23	Jun 23	Jun 28	<i>Jun 30</i>	(No Ins)
23	<i>Jun 25</i>	<i>Jul 08</i>	Jul 07	Jul 07	Jul 12	<i>Jul 14</i>	L
24	<i>Jul 09</i>	<i>Jul 22</i>	Jul 21	Jul 21	Jul 26	<i>Jul 28</i>	
25	<i>Jul 23</i>	<i>Aug 05</i>	Aug 04	Aug 04	Aug 09	<i>Aug 11</i>	L
26	<i>Aug 06</i>	<i>Aug 19</i>	Aug 18	Aug 18	Aug 23	<i>Aug 25</i>	
FY24	<i>Aug 20</i>	<i>Sept 02</i>	TBD	TBD	Sep 06	<i>Sept 08</i>	L

*Denotes early due dates because of holidays or year end

**Denotes pay date during holiday/office closure

NOTES:

- Current pay period timesheets approved between due date and settlement should be picked up during pay calculations prior to settlement.
- Prior pay period timesheets (back pay) approved after initialization will not be reflected on the current payroll. If needing to pay ASAP, submit supplement via Laserfiche @ https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll_Supplement no later than the current timesheet due date.
- The above schedule is subject to change based upon processing requirements.
- Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>