



## Payroll Schedule

**2023**

Pay #	Pay Period Beginning	Pay Period Ending	Timesheet Due	Disbursement Date
1	12/17/22	12/30/22	12/30/22	01/11/23
2	12/31/22	01/13/23	01/13/23	01/25/23
3	01/14/23	01/27/23	01/27/23	02/08/23
4	01/28/23	02/10/23	02/10/23	02/22/23
5	02/11/23	02/24/23	02/24/23	03/08/23
6	02/25/23	03/10/23	03/10/23	03/22/23
7	03/11/23	03/24/23	03/24/23	04/05/23
8	03/25/23	04/07/23	04/07/23	04/19/23
9	04/08/23	04/21/23	04/21/23	05/03/23
10	04/22/23	05/05/23	05/05/23	05/17/23
11	05/06/23	05/19/23	05/19/23	05/31/23
12	05/20/23	06/02/23	06/02/23	06/14/23
13	06/03/23	06/16/23	06/16/23	06/28/23
14	06/17/23	06/30/23	06/30/23	07/12/23
15	07/01/23	07/14/23	07/14/23	07/26/23
16	07/15/23	07/28/23	07/28/23	08/09/23
17	07/29/23	08/11/23	08/11/23	08/23/23
18	08/12/23	08/25/23	08/25/23	09/06/23
19	08/26/23	09/08/23	09/08/23	09/20/23
20	09/09/23	09/22/23	09/22/23	10/04/23
21	09/23/23	10/06/23	10/06/23	10/18/23
22	10/07/23	10/20/23	10/20/23	11/01/23
23	10/21/23	11/03/23	11/03/23	11/15/23
24	11/04/23	11/17/23	11/17/23	11/29/23
25	11/18/23	12/01/23	12/01/23	12/13/23
26	12/02/23	12/15/23	12/15/23	12/27/23

**Timesheet deadlines:**

Employees should have their electronic timesheets submitted in MYINFO **by 11 pm on the Friday following payday.**

Approvers of electronic timesheets should have all timesheets approved in MYINFO **by 11 pm on the Monday following payday.**

All paper timesheets should be turned in to the Payroll Office **no later than noon on the Monday following payday.**

All Employee pay forms (EPAF's or DocuSign forms) and other payroll related documents should be approved and to the Payroll Office as soon as possible, but **no later than noon on the Monday following payday.**

For questions, please contact the Financial Services Payroll Office at [payroll@msubillings.edu](mailto:payroll@msubillings.edu).