

**OPRS Payroll Operations
PeopleSoft Group 6
2023 Time Entry Schedule**

| Time & Labor | | | | | | Payroll | | | | |
|--------------|--------|-----------------------|----------|---------------------|----------------------------------|-----------------|----------------------|--------------------|-----------------|------------|
| Pay Period | Date | Pay Roster & Addl Pay | | Time Entry Deadline | Corrections & Approvals Deadline | Pre-sheet Audit | HR / Benefits cutoff | Payroll Processing | Certify Payroll | Check Date |
| | | Deadline | Deadline | | | | | | | |
| 1 | 1-Dec | 15-Dec | 19-Dec | 20-Dec | 21-Dec | 21-Dec | 21-Dec | 22-Dec | 23-Dec | 3-Jan |
| 2 | 16-Dec | 31-Dec | 4-Jan | 5-Jan | 6-Jan | 6-Jan | 6-Jan | 9-Jan | 10-Jan | 17-Jan |
| 3 | 1-Jan | 15-Jan | 19-Jan | 20-Jan | 23-Jan | 23-Jan | 23-Jan | 24-Jan | 25-Jan | 1-Feb |
| 4 | 16-Jan | 31-Jan | 7-Feb | 8-Feb | 9-Feb | 9-Feb | 9-Feb | 10-Feb | 13-Feb | 16-Feb |
| 5 | 1-Feb | 15-Feb | 15-Feb | 16-Feb | 17-Feb | 17-Feb | 17-Feb | 21-Feb | 22-Feb | 1-Mar |
| 6 | 16-Feb | 28-Feb | 7-Mar | 8-Mar | 9-Mar | 9-Mar | 9-Mar | 10-Mar | 13-Mar | 16-Mar |
| 7 | 1-Mar | 15-Mar | 21-Mar | 22-Mar | 23-Mar | 23-Mar | 23-Mar | 24-Mar | 27-Mar | 31-Mar |
| 8 | 16-Mar | 31-Mar | 4-Apr | 5-Apr | 6-Apr | 6-Apr | 6-Apr | 7-Apr | 10-Apr | 14-Apr |
| 9 | 1-Apr | 15-Apr | 19-Apr | 20-Apr | 21-Apr | 21-Apr | 21-Apr | 24-Apr | 25-Apr | 1-May |
| 10 | 16-Apr | 30-Apr | 4-May | 5-May | 8-May | 8-May | 8-May | 9-May | 10-May | 16-May |
| 11 | 1-May | 15-May | 18-May | 19-May | 22-May | 22-May | 22-May | 23-May | 24-May | 1-Jun |
| 12 | 16-May | 31-May | 6-Jun | 7-Jun | 8-Jun | 8-Jun | 8-Jun | 9-Jun | 12-Jun | 16-Jun |
| 13 | 1-Jun | 15-Jun | 20-Jun | 21-Jun | 22-Jun | 22-Jun | 22-Jun | 23-Jun | 26-Jun | 30-Jun |
| 14 | 16-Jun | 30-Jun | 3-Jul | 5-Jul | 6-Jul | 6-Jul | 6-Jul | 7-Jul | 10-Jul | 14-Jul |
| 15 | 1-Jul | 15-Jul | 20-Jul | 21-Jul | 24-Jul | 24-Jul | 24-Jul | 25-Jul | 26-Jul | 1-Aug |
| 16 | 16-Jul | 31-Jul | 3-Aug | 4-Aug | 7-Aug | 7-Aug | 7-Aug | 8-Aug | 9-Aug | 16-Aug |
| 17 | 1-Aug | 15-Aug | 22-Aug | 23-Aug | 24-Aug | 24-Aug | 24-Aug | 25-Aug | 28-Aug | 1-Sep |
| 18 | 16-Aug | 31-Aug | 5-Sep | 6-Sep | 7-Sep | 7-Sep | 7-Sep | 8-Sep | 11-Sep | 15-Sep |
| 19 | 1-Sep | 15-Sep | 20-Sep | 21-Sep | 22-Sep | 22-Sep | 22-Sep | 25-Sep | 26-Sep | 2-Oct |
| 20 | 16-Sep | 30-Sep | 3-Oct | 4-Oct | 5-Oct | 5-Oct | 5-Oct | 6-Oct | 10-Oct | 16-Oct |
| 21 | 1-Oct | 15-Oct | 19-Oct | 20-Oct | 23-Oct | 23-Oct | 23-Oct | 24-Oct | 25-Oct | 1-Nov |
| 22 | 16-Oct | 31-Oct | 6-Nov | 7-Nov | 8-Nov | 8-Nov | 8-Nov | 9-Nov | 13-Nov | 16-Nov |
| 23 | 1-Nov | 15-Nov | 20-Nov | 21-Nov | 22-Nov | 22-Nov | 22-Nov | 24-Nov | 27-Nov | 1-Dec |
| 24 | 16-Nov | 30-Nov | 5-Dec | 6-Dec | 7-Dec | 7-Dec | 7-Dec | 8-Dec | 11-Dec | 15-Dec |