

MURRAY STATE UNIVERSITY
 2023 PAYROLL CALENDAR
 EMPLOYEES PAID MONTHLY
 PAY SCHEDULE

| YEAR | PR ID | PR NO | PAY OF MONTH | PAY PERIOD | | PAY CHECK DATE | PA COMPLETED DATE (A) | PAYROLL RUN DATE (B) | PAYROLL RUN TIME (B) |
|------|-------|-------|--------------|-------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|
| 2023 | MN | 1 | 1 | January 1, 2023 | January 31, 2023 | January 31, 2023 | January 18, 2023 | January 20, 2023 | 9:00 AM |
| 2023 | MN | 2 | 1 | February 1, 2023 | February 28, 2023 | February 28, 2023 | February 15, 2023 | February 17, 2023 | 9:00 AM |
| 2023 | MN | 3 | 1 | March 1, 2023 | March 31, 2023 | March 31, 2023 | March 15, 2023 | March 17, 2023 | 9:00 AM |
| 2023 | MN | 4 | 1 | April 1, 2023 | April 30, 2023 | April 28, 2023 | April 17, 2023 | April 19, 2023 | 9:00 AM |
| 2023 | MN | 5 | 1 | May 1, 2023 | May 31, 2023 | May 31, 2023 | May 17, 2023 | May 19, 2023 | 9:00 AM |
| 2023 | MN | 6 | 1 | June 1, 2023 | June 30, 2023 | June 30, 2023 | June 16, 2023 | June 21, 2023 | 9:00 AM |
| 2023 | MN | 7 | 1 | July 1, 2023 | July 31, 2023 | July 31, 2023 | July 19, 2023 | July 21, 2023 | 9:00 AM |
| 2023 | MN | 8 | 1 | August 1, 2023 | August 31, 2023 | August 31, 2023 | August 18, 2023 | August 22, 2023 | 9:00 AM |
| 2023 | MN | 9 | 1 | September 1, 2023 | September 30, 2023 | September 29, 2023 | September 18, 2023 | September 20, 2023 | 9:00 AM |
| 2023 | MN | 10 | 1 | October 1, 2023 | October 31, 2023 | October 31, 2023 | October 18, 2023 | October 20, 2023 | 9:00 AM |
| 2023 | MN | 11 | 1 | November 1, 2023 | November 30, 2023 | November 30, 2023 | November 14, 2023 | November 16, 2023 | 9:00 AM |
| 2023 | MN | 12 | 1 | December 1, 2023 | December 31, 2023 | PENDING | PENDING | PENDING | 9:00 AM |

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

| YEAR | PR ID | PR NO | PAY OF MONTH | START DATE | END DATE | LEAVE REPORTS ENTER ON WEB FROM | LEAVE REPORTS ENTER ON WEB TO | TIME DUE | APPROVAL DUE DATE | TIME DUE |
|------|-------|-------|--------------|-------------------|--------------------|---------------------------------|-------------------------------|----------|-------------------|----------|
| 2023 | MN | 1 | 1 | January 1, 2023 | January 31, 2023 | January 1, 2023 | February 6, 2023 | 3:00 PM | February 8, 2023 | 3:00 PM |
| 2023 | MN | 2 | 1 | February 1, 2023 | February 28, 2023 | February 1, 2023 | March 6, 2023 | 3:00 PM | March 8, 2023 | 3:00 PM |
| 2023 | MN | 3 | 1 | March 1, 2023 | March 31, 2023 | March 1, 2023 | April 5, 2023 | 3:00 PM | April 7, 2023 | 3:00 PM |
| 2023 | MN | 4 | 1 | April 1, 2023 | April 30, 2023 | April 1, 2023 | May 5, 2023 | 3:00 PM | May 9, 2023 | 3:00 PM |
| 2023 | MN | 5 | 1 | May 1, 2023 | May 31, 2023 | May 1, 2023 | June 5, 2023 | 3:00 PM | June 7, 2023 | 3:00 PM |
| 2023 | MN* | 6 | 1 | June 1, 2023 | June 30, 2023 | June 1, 2023 | June 23, 2023 | 3:00 PM | June 27, 2023 | 3:00 PM |
| 2023 | MN | 7 | 1 | July 1, 2023 | July 31, 2023 | July 1, 2023 | August 7, 2023 | 3:00 PM | August 9, 2023 | 3:00 PM |
| 2023 | MN | 8 | 1 | August 1, 2023 | August 31, 2023 | August 1, 2023 | September 5, 2023 | 3:00 PM | September 7, 2023 | 3:00 PM |
| 2023 | MN | 9 | 1 | September 1, 2023 | September 30, 2023 | September 1, 2023 | October 9, 2023 | 3:00 PM | October 11, 2023 | 3:00 PM |
| 2023 | MN | 10 | 1 | October 1, 2023 | October 31, 2023 | October 1, 2023 | November 6, 2023 | 3:00 PM | November 8, 2023 | 3:00 PM |
| 2023 | MN | 11 | 1 | November 1, 2023 | November 30, 2023 | November 1, 2023 | December 5, 2023 | 3:00 PM | December 7, 2023 | 3:00 PM |
| 2023 | MN | 12 | 1 | December 1, 2023 | December 31, 2023 | December 1, 2023 | January 5, 2024 | 3:00 PM | January 9, 2024 | 3:00 PM |

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.