

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	December 15, 2023	December 4, 2023	December 6, 2023	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.

04/28/2023