# 2023 Bi-weekly Payroll Calendar

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-18</td>
<td>Dec-19</td>
<td>Dec-20</td>
<td>Dec-21</td>
<td>Dec-22</td>
<td>Dec-23</td>
<td>Dec-24</td>
</tr>
<tr>
<td>Dec-25</td>
<td>Dec-26</td>
<td>Dec-27</td>
<td>Dec-28</td>
<td>Dec-29</td>
<td>Dec-30</td>
<td>Dec-31</td>
</tr>
<tr>
<td>ST</td>
<td>UC</td>
<td>UC</td>
<td>UC</td>
<td>UC</td>
<td>UC</td>
<td>UC</td>
</tr>
</tbody>
</table>

**PC**: Hire Workflows Completed Up to Supervisor Approval

**TC**: Time Card Approval Due

**TD**: Time Card Approval Due AT NOON!

**BK**: Send Payroll To Bank

**PD**: Pay Day

**ST**: Statutory Holiday

**UC**: University Closed

*The alternating white and grey bands represent the different pay periods. The pay period number is displayed in the left or right margin. The coloured boxes are payroll deadlines or holidays. In each coloured box is a code to specify the what deadline or holiday occurs that day. The legend of codes is below. The number following the code is the pay period that deadline relates to.*

**LEGEND:**

- **PC**: Hire Workflows Completed Up to Supervisor Approval
- **TC**: Time Card Approval Due
- **PD**: Pay Day
- **ST**: Statutory Holiday
- **UC**: University Closed