

# UTSA Payroll Services

## 2022 - 2023 Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission Deadline (Monday after timesheet end date)	Supervisor Approval Deadline ** (Wednesday after timesheet end date)
8/29/22	9/4/22	9/5/22	9/7/22
9/5/22	9/11/22	9/12/22	9/14/22
9/12/22	9/18/22	9/19/22	9/21/22
9/19/22	9/25/22	9/26/22	9/28/22
9/26/22	10/2/22	10/3/22	10/5/22
10/3/22	10/9/22	10/10/22	10/12/22
10/10/22	10/16/22	10/17/22	10/19/22
10/17/22	10/23/22	10/24/22	10/26/22
10/24/22	10/30/22	10/31/22	11/2/22
10/31/22	11/6/22	11/7/22	11/9/22
11/7/22	11/13/22	11/14/22	11/16/22
11/14/22	11/20/22	11/21/22	11/23/22
11/21/22	11/27/22	11/28/22	11/30/22
11/28/22	12/4/22	12/5/22	12/7/22
12/5/22	12/11/22	12/12/22	12/14/22
12/12/22	12/18/22	12/19/22	12/21/22
12/19/22	12/25/22	12/26/22	12/28/22
12/26/22	1/1/23	1/2/23	1/4/23
1/2/23	1/8/23	1/9/23	1/11/23
1/9/23	1/15/23	1/16/23	1/18/23
1/16/23	1/22/23	1/23/23	1/25/23
1/23/23	1/29/23	1/30/23	2/1/23
1/30/23	2/5/23	2/6/23	2/8/23
2/6/23	2/12/23	2/13/23	2/15/23
2/13/23	2/19/23	2/20/23	2/22/23
2/20/23	2/26/23	2/27/23	3/1/23
2/27/23	3/5/23	3/6/23	3/8/23
3/6/23	3/12/23	3/13/23	3/15/23
3/13/23	3/19/23	3/20/23	3/22/23
3/20/23	3/26/23	3/27/23	3/29/23

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2022 - 2023 Monthly Timesheet Deadlines			
Timesheet Begin Date	Timesheet End Date	Employee Submission Deadline (Monday after timesheet end date)	Supervisor Approval Deadline ** (Wednesday after timesheet end date)
3/27/23	4/2/23	4/3/23	4/5/23
4/3/23	4/9/23	4/10/23	4/12/23
4/10/23	4/16/23	4/17/23	4/19/23
4/17/23	4/23/23	4/24/23	4/26/23
4/24/23	4/30/23	5/1/23	5/3/23
5/1/23	5/7/23	5/8/23	5/10/23
5/8/23	5/14/23	5/15/23	5/17/23
5/15/23	5/21/23	5/22/23	5/24/23
5/22/23	5/28/23	5/29/23	5/31/23
5/29/23	6/4/23	6/5/23	6/7/23
6/5/23	6/11/23	6/12/23	6/14/23
6/12/23	6/18/23	6/19/23	6/21/23
6/19/23	6/25/23	6/26/23	6/28/23
6/26/23	7/2/23	7/3/23	7/5/23
7/3/23	7/9/23	7/10/23	7/12/23
7/10/23	7/16/23	7/17/23	7/19/23
7/17/23	7/23/23	7/24/23	7/26/23
7/24/23	7/30/23	7/31/23	8/2/23
7/31/23	8/6/23	8/7/23	8/9/23
8/7/23	8/13/23	8/14/23	8/16/23
8/14/23	8/20/23	8/21/23	8/23/23
8/21/23	8/27/23	8/28/23	8/30/23
8/28/23	9/3/23	9/4/23	9/6/23
9/4/23	9/10/23	9/11/23	9/13/23
9/11/23	9/17/23	9/18/23	9/20/23
9/18/23	9/24/23	9/25/23	9/27/23
9/25/23	10/1/23	10/2/23	10/4/23

\*\* All Exceptions must be cleared by Supervisor Entry Deadlines