

UTSA Payroll Services

2022 - 2023 Semi-Monthly Timesheet Deadlines			
Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
8/16/22	8/21/22	8/23/22	8/25/22
8/22/22	8/28/22	8/29/22	9/01/2022*
8/29/22	8/31/22	9/01/2022**	9/01/2022*
9/1/22	9/4/22	9/5/22	9/7/22
9/5/22	9/11/22	9/12/22	9/16/2022 *
9/12/22	9/15/22	9/16/2022**	9/16/2022 *
9/16/22	9/18/22	9/19/22	9/21/22
9/19/22	9/25/22	9/26/22	9/29/22
9/26/22	9/30/22	10/3/2022**	10/3/2022*
10/1/22	10/2/22	10/3/22	10/5/22
10/3/22	10/9/22	10/10/22	10/12/22
10/10/22	10/15/22	10/17/2022**	10/17/2022*
10/16/22	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	11/01/2022*
10/31/22	10/31/22	11/1/2022**	11/1/2022*
11/1/22	11/6/22	11/7/22	11/9/22
11/7/22	11/13/22	11/14/22	11/16/2022*
11/14/22	11/15/22	11/16/2022**	11/16/2022*
11/16/22	11/20/22	11/21/22	11/23/22
11/21/22	11/27/22	11/28/22	12/1/2022*
11/28/22	11/30/22	12/1/2022**	12/1/2022*
12/1/22	12/4/22	12/5/22	12/7/22
12/5/22	12/11/22	12/12/22	12/16/2022*
12/12/22	12/15/22	12/16/2022**	12/16/2022*
12/16/22	12/18/22	12/19/22	12/21/22
12/19/22	12/25/22	1/2/2023**	1/2/2023*
12/26/22	12/31/22	1/2/2023**	1/2/2023*
1/2/23	1/8/23	1/9/23	1/11/23
1/9/23	1/15/23	1/17/2023**	1/17/2023*
1/16/23	1/22/23	1/23/23	1/25/23
1/23/23	1/29/23	1/30/23	2/1/2023*
1/30/23	1/31/23	2/1/2023**	2/1/2023*
2/1/23	2/5/23	2/6/23	2/8/23
2/6/23	2/12/23	2/13/23	2/16/2023*
2/13/23	2/15/23	2/16/2023**	2/16/2023*

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates

UTSA Payroll Services

2022 - 2023 Semi-Monthly Timesheet Deadlines			
Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
2/16/23	2/19/23	2/20/23	2/22/23
2/20/23	2/26/23	2/27/23	2/23/23
2/27/23	2/28/23	3/1/2023**	3/1/2023*
3/1/23	3/5/23	3/6/23	3/8/23
3/6/23	3/12/23	3/13/23	3/16/2023*
3/13/23	3/15/23	3/16/2023**	3/16/2023*
3/16/23	3/19/23	3/20/23	3/22/22
3/20/23	3/26/23	3/27/23	3/29/23
3/27/23	3/31/23	4/3/2023**	4/3/2023*
4/1/23	4/2/23	4/3/2023**	4/3/2023*
4/3/23	4/9/23	4/10/23	4/12/23
4/10/23	4/15/23	4/17/2023*	4/17/2023**
4/16/23	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	5/1/2023**	5/1/2023*
5/1/23	5/7/23	5/8/23	5/10/23
5/8/23	5/14/23	5/15/23	5/16/2023*
5/15/23	5/15/23	5/16/2023**	5/16/2023*
5/16/23	5/21/23	5/22/23	5/24/23
5/22/23	5/28/23	5/30/23	6/1/2023*
5/29/23	5/31/23	6/1/2023*	6/1/2023*
6/1/23	6/4/23	6/5/23	6/7/23
6/5/23	6/11/23	6/12/23	6/14/23
6/12/23	6/15/23	6/16/2023**	6/16/2023*
6/16/23	6/18/23	6/20/23	6/22/23
6/19/23	6/26/23	6/27/23	6/28/23
6/26/23	6/30/23	7/3/2023**	7/3/2023*
7/1/23	7/2/23	7/3/23	7/5/23
7/3/23	7/9/23	7/10/23	7/12/23
7/10/23	7/15/23	7/17/2023**	7/17/2023*
7/16/23	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	8/1/2023*
7/31/23	7/31/23	8/1/2023**	8/1/2023*
8/1/23	8/6/23	8/7/23	8/9/23
8/7/23	8/13/23	8/14/23	8/16/2023*
8/14/23	8/15/23	8/16/2023**	8/16/2023*
8/16/23	8/20/23	8/21/23	8/23/23
8/21/23	8/27/23	8/28/23	8/30/23
8/28/23	8/31/23	9/1/2023**	9/1/2023*
9/1/23	9/11/23	9/12/23	9/14/23
9/12/23	9/15/23	9/16/23	9/19/2023*
9/16/23	9/18/23	9/19/23	9/21/23

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates