

**M1 Payroll Schedule  
January 2023 - March 2023**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2023 Calendar Month	1-Jan-23	31-Jan-23	31-Jan-23	25-Jan-23	24-Jan-23	6-Feb-23	6-Jan-23
2 2023 Calendar Month	1-Feb-23	28-Feb-23	28-Feb-23	22-Feb-23	21-Feb-23	6-Mar-23	7-Feb-23
3 2023 Calendar Month	1-Mar-23	31-Mar-23	31-Mar-23	22-Mar-23	** TBD	** TBD	7-Mar-23

**There are two timecard approval deadlines for managers to follow. See below:**

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

**\*\* See Communication regarding Fiscal Year End Timecard Requirements**