



TO : Faculty, Staff & Student Employees  
 FROM : Payroll Department  
 RE : Pay Schedule for Fiscal Year 2022-2023

PAY THROUGH:

TIME ENTRY DUE:

PAYDAY:

**SUMMER 2022**

July 02, 2022  
 July 16  
 July 30  
 August 13  
 August 27

July 05, 2022 \*\* (Tuesday)  
 July 18  
 August 01  
 August 15  
 August 29

July 08, 2022  
 July 22  
 August 05  
 August 19  
 September 02 φ

**FALL 2022**

September 10, 2022  
 September 24  
 October 08  
 October 22  
 November 05  
 November 19  
 December 03  
 December 17

September 12, 2022  
 September 26  
 October 10  
 October 24  
 November 07  
 November 21  
 December 05  
 December 19

September 16, 2022  
 September 30  
 October 14  
 October 28  
 November 11  
 November 25  
 December 09  
 December 23

**WINTER 2023**

December 31, 2022  
 January 14  
 January 28  
 February 11  
 February 25  
 March 11  
 March 25  
 April 08  
 April 22  
 May 06

January 3, 2023\*\* (Tuesday)  
 January 17 \*\* (Tuesday)  
 January 30  
 February 13  
 February 27  
 March 13  
 March 27  
 April 10  
 April 24  
 May 08

January 06, 2023 \*  
 January 20  
 February 03  
 February 17  
 March 03  
 March 17  
 March 31  
 April 14  
 April 28  
 May 12

**SPRING 2023**

May 20, 2023  
 June 03  
 June 17

May 22, 2023  
 June 05  
 June 19

May 26, 2023  
 June 09  
 June 23

- \*\* Denotes special time for Web time entry and Ultra Time due dates because of holidays.
- φ For student employment purposes pay period is in fall semester.
- \* For student employment purposes pay period is in winter semester and classes not in session.

**Notes:** Online payroll advices will be available on the portal (mysvsu.edu) by the pay date. For employees on the automated time reporting, all hour information MUST be entered and confirmed by the Monday 10:00 a.m. deadline. Information must be submitted to Human Resources no later than noon on the Thursday immediately preceding the payroll week (unless notified of a different time).