

# November

# 2023

Bi-weekly- paid on an hourly basis  
 Monthly- paid monthly salary  
 New Hire- starting new role within the month

| Sunday | Monday   | Tuesday  | Wednesday  | Thursday | Friday  | Saturday  |
|--------|--|--|--|----------|---|---|
|        |  |  | 1  | 2        | 3   | 4   |
|        |  |  |  |          | Biweekly 22 Pay Date<br><br>Retro Costing Processing                          |   |
| 5      | 6  | 7  | 8  | 9        | 10  | 11  |
|        |  | Biweekly 23 Change Request Deadline<br><br>Biweekly 24 New Hire Deadline |  |          | Retro Costing Processing  | Biweekly 23 Period End Date (Time card entry Deadline end of day) |
| 12     | 13   | 14   | 15   | 16       | 17  | 18  |
|        | Biweekly 23 Time Card Approval Deadline @ Noon |  | November Monthly New Hire Deadline<br><br>November Monthly Data Entry Deadline |          | Biweekly 23 Pay Date<br><br>Oracle 23D Update<br><br>Retro Costing Processing |   |

|    |  |  |                          |                                     |  |   |
|----|--|--|--------------------------|-------------------------------------|--|---|
| 19 | 20   | 21<br>Biweekly 24 Change Request Deadline<br><br>Biweekly 25 New Hire Deadline | 22<br><br><b>HOLIDAY</b> | 23<br><br><b>HOLIDAY</b>            | 24<br><br><b>HOLIDAY</b>                             | 25<br><br>Biweekly 24 Period End Date (Time card entry Deadline end of day) |
| 26 | 27<br><br>Biweekly 24 Time Card Approval Deadline @ Noon | 28   | 29                       | 30<br><br>November Monthly Pay Date | Biweekly 24 Pay Date<br><br>Retro Costing Processing |   |