

# September

# 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<br>Retro Costing Processing   | 2<br>Biweekly 18 Period End Date (Time card entry Deadline end of day)  |
| 3<br>Biweekly 18 Time Card Approval Deadline @ Noon | 4<br>Baylor Holiday | 5  | 6         | 7        | 8<br>Biweekly18 Pay Date<br>Retro Costing Processing                  | 9   |
| 10  | 11                  | 12<br>Biweekly 19 Change Request Deadline<br>Biweekly 20 New Hire Deadline | 13        | 14       | 15<br>September Monthly New Hire Deadline<br>Retro Costing Processing | 16<br>Biweekly 19 Period End Date (Time card entry Deadline end of day) |

|    |   |  |    |    |  |   |
|----|---|--|----|----|--|---|
| 17 | 18<br>Biweekly 19 Time Card Approval Deadline @ Noon<br><br>September Monthly Data Entry Deadline | 19   | 20 | 21 | 22<br>Biweekly19 Pay Date  | 23  |
| 24 | 25  | 26<br>Biweekly 20 Change Request Deadline<br><br>Biweekly 21 New Hire Deadline | 27 | 28 | 29<br>September Monthly Pay Date<br><br>Retro Costing Processing | 30<br>Biweekly 20 Period End Date (Time card entry Deadline end of day) |