

## Shoreline Community College 2023 Payroll Cutoff Schedule

Pay Period	Working Period	Employee's Deadline for Absence Entry (Due at End of Workshift)	Employee's Deadline for Timesheet (Due at End of Workshift)	Supervisor's Deadline for approving Timesheet & Absence Entry (Due at 10am)	New Hire Docs to HR Deadline	FWL to Payroll Deadlines (Due at 5pm)	Blackout Dates for HR	Pay Date
12A	12/01-12/15/22	12/14/2022	Thursday, December 15, 2022	Friday, December 16, 2022	12/13/22	12/15/2022	12/16-12/20	12/23/2022
12B	12/16-12/31/22	12/28/2022	Thursday, December 29, 2022*	Friday, December 30, 2022*	12/21/22	1/03/2023*	01/03-01/05	1/10/2023
01A	01/01-01/15/23	1/12/2023	Friday, January 13, 2023*	Tuesday, January 17, 2023*	1/12/23	1/17/2023	01/18-01/20	1/25/2023
01B	01/16-01/31/23	1/30/2023	Tuesday, January 31, 2023	Wednesday, February 1, 2023	1/30/23	2/1/2023	02/02-02/07	2/10/2023
02A	02/01-02/15/23	2/14/2023	Wednesday, February 15, 2023*	Wednesday, February 15, 2023*	2/14/23	2/16/2023*	02/16-02/21	2/24/2023
02B	02/16-02/28/23	2/27/2023	Tuesday, February 28, 2023	Wednesday, March 1, 2023	2/27/23	3/1/2023	03/02-03/07	3/10/2023
03A	03/01-03/15/23	3/14/2023	Wednesday, March 15, 2023	Thursday, March 16, 2023	3/14/23	3/16/2023	03/17-03/21	3/24/2023
03B	03/16-03/31/23	3/30/2023	Friday, March 31, 2023	Friday, March 31, 2023*	3/30/23	3/31/2023*	04/03-04/05	4/10/2023
04A	04/01-04/15/23	4/13/2023	Friday, April 14, 2023	Monday, April 17, 2023	4/13/23	4/17/2023	04/18-04/20	4/25/2023
04B	04/16-04/30/23	4/27/2023	Friday, April 28, 2023	Monday, May 1, 2023	4/27/23	5/1/2023	05/02-05/05	5/10/2023
05A	05/01-05/15/23	5/12/2023	Monday, May 15, 2023	Tuesday, May 16, 2023	5/12/23	5/16/2023	05/17-05/22	5/25/2023
05B	05/16-05/31/23	5/30/2023	Wednesday, May 31, 2023	Thursday, June 1, 2023	5/30/23	6/1/2023	06/02-06/06	6/9/2023
06A	06/01-6/15/23	6/13/2023	Wednesday, June 14, 2023	Thursday, June 15, 2023*	6/14/23	6/15/2023*	06/16-06/21	6/26/2023
06B	06/16-06/30/23	6/29/2023	Friday, June 30, 2023	Friday, June 30, 2023*	6/29/23	6/30/2023*	07/03-07/06	7/10/2023
07A	07/01-07/15/23	7/13/2023	Friday, July 14, 2023	Monday, July 17, 2023	7/13/23	7/17/2023	07/18-07/20	7/25/2023
07B	07/16-07/31/23	7/28/2023	Monday, July 31, 2023	Tuesday, August 1, 2023	7/28/23	8/1/2023	08/02-08/07	8/10/2023
08A	08/1-08/15/23	8/14/2023	Tuesday, August 15, 2023	Wednesday, August 16, 2023	8/14/23	8/16/2023	08/17-08/22	8/25/2023
08B	08/16-08/31/23	8/29/2023	Wednesday, August 30, 2023*	Thursday, August 31, 2023*	8/30/23	8/31/2023*	09/01-09/06	9/11/2023
09A	09/01-09/15/23	9/13/2023	Thursday, September 14, 2023*	Friday, September 15, 2023*	9/14/23	9/15/2023*	09/18-09/20	9/25/2023
09B	09/16-09/30/23	9/27/2023	Thursday, September 29, 2023*	Monday, October 2, 2023	9/28/23	9/29/2023*	10/03-10/05	10/10/2023
10A	10/01-10/15/23	10/12/2023	Friday, October 13, 2023	Monday, October 16, 2023	10/12/23	10/16/2023	10/17-10/20	10/25/2023
10B	10/16-10/31/23	10/30/2023	Tuesday, October 31, 2023	Wednesday, November 1, 2023	10/30/23	11/1/2023	11/02-11/06	11/9/2023
11A	11/01-11/15/23	11/13/2023	Tuesday, November 14, 2023*	Wednesday, November 15, 2023*	11/14/23	11/15/2023*	11/16-11/20	11/22/2023
11B	11/16-11/30/23	11/29/2023	Thursday, November 30, 2023	Friday, December 1, 2023	11/29/23	12/1/2023	12/04-12/06	12/11/2023
12A	12/01-12/15/23	12/12/2023	Wednesday, December 13, 2023*	Thursday, December 14, 2023*	12/13/23	12/15/2023*	12/18-12/19*	12/22/2023
12B	12/16-12/31/23	12/26/2023	Friday, December 29, 2023	Tuesday, January 2, 2024	12/28/23	1/2/2024	01/03-01/05	1/10/2024

\*\* All Dates are Subject to Change\*\*

revised 03/15/2023