

Monthly Payroll Schedule for FY 2022-2023

(May 2022 through July 2023)

New Hire E-Action Due by: 14 days prior to start date (faculty/staff); **7 days** for students

Pay Period	Current Employee Data Changes (e.g. E-Actions, Taxes, Direct Deposit) Due by:	Electronic Leave Report Approvals Due by:	Pay Day
May 01 - May 31	May 04	May 27*	May 31
Jun 01 - Jun 30	Jun 15	Jun 27*	Jun 30
Jul 01 - Jul 31	Jul 13	Aug 01	Jul 29
Aug 01 - Aug 31	Aug 17	Sep 01	Aug 31
Sep 01 - Sep 30	Sep 07	Oct 03	Sep 30
Oct 01 - Oct 31	Oct 05	Nov 01	Oct 31
Nov 01 - Nov 30	Nov 02	Dec 01	Nov 30
Dec 01 - Dec 31	Nov 30	Jan 03	Dec29*
Jan 01 - Jan 31	Jan 11	Feb 01	Jan 31
Feb 01 - Feb 29	Feb 8	Mar 01	Feb 28
Mar 01 - Mar 31	Mar 8	Apr 03	Mar 31
Apr 01 - Apr 30	Apr 05	May 01	Apr 28
May 01 - May 31	May 03	Jun 01	May 31
Jun 01 - Jun 30	May 31	Jul 03	Jun 30
Jul 01 – Jul 31	Jul 12	Aug 01	Jul 31

(Subject to Change)

*Due earlier than normal

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American University Payroll Office

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