

# BI-WEEKLY TEMPORARY HOURLY AND STUDENT EMPLOYEES

## Calendar for 2023

Leave Period	Timesheet Date - From	Timesheet Date - To	Employee Deadline - 5:00 PM	Approver Deadline - 12 NOON	Deadline for Submission of paperwork for pay rate or position changes	Check Date
BW 01	12/19/22	1/1/23	1/2/2023	1/3/2023	12/14/2022	1/13/2023
BW 02	1/2/23	1/15/23	1/16/2023	1/17/2023	12/28/2022	1/27/2023
BW 03	1/16/23	1/29/23	1/30/2023	1/31/2023	1/11/2023	2/10/2023
BW 04	1/30/23	2/12/23	2/13/2023	2/14/2023	1/25/2023	2/24/2023
BW 05	2/13/23	2/26/23	2/27/2023	2/28/2023	2/8/2023	3/10/2023
BW 06	2/27/23	3/12/23	3/13/2023	3/14/2023	2/22/2023	3/24/2023
BW 07	3/13/23	3/26/23	3/27/2023	3/28/2023	3/8/2023	4/7/2023
BW 08	3/27/23	4/9/23	4/10/2023	4/11/2023	3/22/2023	4/21/2023
BW 09	4/10/23	4/23/23	4/24/2023	4/25/2023	4/5/2023	5/5/2023
BW 10	4/24/23	5/7/23	5/8/2023	5/9/2023	4/19/2023	5/19/2023
BW 11	5/8/23	5/21/23	5/22/2023	5/23/2023	5/3/2023	6/2/2023
BW 12	5/22/23	6/4/23	6/5/2023	6/6/2023	5/17/2023	6/16/2023
BW 13	6/5/23	6/18/23	6/19/2023	6/20/2023	5/31/2023	6/30/2023
BW 14	6/19/23	7/2/23	7/3/2023	7/4/2023	6/14/2023	7/14/2023
BW 15	7/3/23	7/16/23	7/17/2023	7/18/2023	6/28/2023	7/28/2023
BW 16	7/17/23	7/30/23	7/31/2023	8/1/2023	7/12/2023	8/11/2023
BW 17	7/31/23	8/13/23	8/14/2023	8/15/2023	7/26/2023	8/25/2023
BW 18	8/14/23	8/27/23	8/28/2023	8/29/2023	8/9/2023	9/8/2023
BW 19	8/28/23	9/10/23	9/11/2023	9/12/2023	8/23/2023	9/22/2023
BW 20	9/11/23	9/24/23	9/25/2023	9/26/2023	9/6/2023	10/6/2023
BW 21	9/25/23	10/8/23	10/9/2023	10/10/2023	9/20/2023	10/20/2023
BW 22	10/9/23	10/22/23	10/23/2023	10/24/2023	10/4/2023	11/3/2023
BW 23	10/23/23	11/5/23	11/6/2023	11/7/2023	10/18/2023	11/17/2023
BW 24	11/6/23	11/19/23	11/20/2023	11/21/2023	11/1/2023	12/1/2023
BW 25	11/20/23	12/3/23	12/4/2023	12/5/2023	11/15/2023	12/15/2023
BW26	12/4/23	12/17/23	12/18/2023	12/19/2023	11/29/2023	12/29/2023