



## **TIME SHEET SUBMISSION SCHEDULE** **FY 2023-2024**

All full-time and part-time employees must have their digital timecards for the current pay period on their ADP portals signed and approved by their supervisor by 3 PM on the designated due dates.

<b>Period Worked</b>	<b>Due Date</b>	<b>Pay Date</b>
06/26/2023 – 07/09/2023	<b>07/07/2023</b>	07/12/2023
07/10/2023 – 07/23/2023	<b>07/21/2023</b>	07/26/2023
07/24/2023 – 08/06/2023	<b>08/04/2023</b>	08/09/2023
08/07/2023 – 08/20/2023	<b>08/18/2023</b>	08/23/2023
08/21/2023 – 09/03/2023	<b>09/01/2023</b>	09/06/2023
09/04/2023 – 09/17/2023	<b>09/15/2023</b>	09/20/2023
09/18/2023 – 10/01/2023	<b>09/29/2023</b>	10/04/2023
10/02/2023 – 10/15/2023	<b>10/13/2023</b>	10/18/2023
10/16/2023 – 10/29/2023	<b>10/27/2023</b>	11/01/2023
10/30/2023 – 11/12/2023	<b>11/10/2023</b>	11/15/2023
11/13/2023 – 11/26/2023	<b>11/22/2023</b>	11/29/2023
11/27/2023 – 12/10/2023	<b>12/08/2023</b>	12/13/2023
12/11/2023 – 12/24/2023	<b>12/22/2023</b>	12/27/2023
12/25/2023 – 01/07/2024	<b>01/05/2024</b>	01/10/2024
01/08/2024 – 01/21/2024	<b>01/19/2024</b>	01/24/2024
01/22/2024 – 02/04/2024	<b>02/02/2024</b>	02/07/2024
02/05/2024 – 02/18/2024	<b>02/16/2024</b>	02/21/2024
02/19/2024 – 03/03/2024	<b>03/01/2024</b>	03/06/2024
03/04/2024 – 03/17/2024	<b>03/15/2024</b>	03/20/2024
03/18/2024 – 04/31/2024	<b>03/29/2024</b>	04/03/2024
04/01/2024 – 04/14/2024	<b>04/12/2024</b>	04/17/2024
04/15/2024 – 04/28/2024	<b>04/26/2024</b>	05/01/2024
04/29/2024 – 05/12/2024	<b>05/10/2024</b>	05/15/2024
05/13/2024 – 05/26/2024	<b>05/24/2024</b>	05/29/2024
05/27/2024 – 06/09/2024	<b>06/07/2024</b>	06/12/2024
06/10/2024 – 06/23/2024	<b>06/21/2024</b>	06/26/2024

**Timecards May Be Accessed on Personal Accounts Through:**  
<https://workforcenow.adp.com/>