

2023 Personnel Action Due Date Calendar Biweekly Employees

Current Employee Change Effective Date	New Hire Start Date & Day 1 Onboarding	Request Due to HR	Pay Date	New Employee Orientation
01/01/23	01/04/23	12/19/22	01/19/23	01/20/23
01/15/23	01/16/23	01/02/23	02/02/23	02/17/23
01/29/23	01/30/23	01/16/23	02/16/23	02/17/23
02/12/23	02/13/23	01/30/23	03/02/23	03/17/23
02/26/23	02/27/23	02/13/23	03/16/23	03/17/23
03/12/23	03/13/23	02/27/23	03/30/23	04/21/23
03/26/23	03/27/23	03/13/23	04/13/23	04/21/23
04/09/23	04/10/23	03/27/23	04/27/23	04/21/23
04/23/23	04/24/23	04/10/23	05/11/23	05/19/23
05/07/23	05/08/23	04/24/23	05/25/23	05/19/23
05/21/23	05/22/23	05/08/23	06/08/23	07/21/23
06/04/23	06/05/23	05/22/23	06/22/23	07/21/23
06/18/23	06/20/23 **	06/05/23	07/06/23	07/21/23
07/02/23	07/03/23	06/20/23	07/20/23	07/21/23
07/16/23	07/17/23	07/03/23	08/03/23	08/21/23
07/30/23	07/31/23	07/17/23	08/17/23	08/21/23
08/13/23	08/14/23	07/31/23	08/31/23	09/15/23
08/27/23	08/28/23	08/14/23	09/14/23	09/15/23
09/10/23	09/11/23	08/28/23	09/28/23	10/20/23
09/24/23	09/25/23	09/11/23	10/12/23	10/20/23
10/08/23	10/09/23	09/25/23	10/26/23	10/20/23
10/22/23	10/23/23	10/09/23	11/09/23	11/17/23
11/05/23	11/06/23	10/23/23	11/22/23	11/17/23
11/19/23	11/20/23	11/06/23	12/07/23	12/15/23
12/03/23	12/04/23	11/20/23	12/21/23	12/15/23
12/17/23	12/18/23	12/04/23	TBD 2024	TBD 2024
12/31/23	TBD 2024	12/18/23	TBD 2024	TBD 2024

** New Employee will start on Tuesday
due to Monday holiday