2023 Personnel Action Due Date Calendar Monthly Employees

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