

# Eastern Washington University Pay Schedule

## 2023

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	Web Timesheet Approval 6:00AM	Days to Submit & Approve Timesheets	PR Runs	Holiday
2023	SM	1	Dec 16-31	10-Jan	88	3-Jan	4-Jan	*1	5-Jan	12/26/22
2023	SM	2	Jan 1-15	25-Jan	80	18-Jan	19-Jan	2	20-Jan	01/02/23
2023	SM	3	Jan 16-31	10-Feb	96	2-Feb	3-Feb	2	7-Feb	01/16/23
2023	SM	4	Feb 1-15	24-Feb	88	16-Feb	17-Feb	*1	21-Feb	
2023	SM	5	Feb 16-28	10-Mar	72	2-Mar	3-Mar	2	7-Mar	02/20/23
2023	SM	6	Mar 1-15	24-Mar	88	17-Mar	20-Mar	2	21-Mar	
2023	SM	7	Mar 16-31	10-Apr	96	3-Apr	4-Apr	*1	5-Apr	
2023	SM	8	Apr 1-15	25-Apr	80	18-Apr	19-Apr	2	20-Apr	
2023	SM	9	Apr 16-30	10-May	80	2-May	3-May	2	5-May	
2023	SM	10	May 1-15	25-May	88	17-May	18-May	2	22-May	
2023	SM	11	May 16-31	9-Jun	96	2-Jun	5-Jun	2	6-Jun	05/29/23
2023	SM	12	Jun 1-15	26-Jun	88	16-Jun	20-Jun	*1	21-Jun	
2023	SM	13	Jun 16-30	10-Jul	88	3-Jul	** 3-Jul	**0.5	5-Jul	06/19/23
2023	SM	14	Jul 1-15	25-Jul	80	18-Jul	19-Jul	2	20-Jul	07/04/23
2023	SM	15	Jul 16-31	10-Aug	88	2-Aug	3-Aug	2	7-Aug	
2023	SM	16	Aug 1-15	25-Aug	88	17-Aug	18-Aug	2	22-Aug	
2023	SM	17	Aug 16-31	11-Sep	96	1-Sep	5-Sep	*1	6-Sep	
2023	SM	18	Sep 1-15	25-Sep	88	18-Sep	19-Sep	*1	20-Sep	09/04/23
2023	SM	19	Sep 16-30	10-Oct	80	3-Oct	4-Oct	2	5-Oct	
2023	SM	20	Oct 1-15	25-Oct	80	17-Oct	18-Oct	2	20-Oct	
2023	SM	21	Oct 16-31	9-Nov	96	2-Nov	3-Nov	2	6-Nov	
2023	SM	22	Nov 1-15	22-Nov	88	16-Nov	** 16-Nov	**0.5	17-Nov	11/10/23
2023	SM	23	Nov 16-30	11-Dec	88	4-Dec	5-Dec	2	6-Dec	11/23 & 11/24/23
2023	SM	24	Dec 1-15	22-Dec	88	18-Dec	** 18-Dec	**0.5	19-Dec	

**Please remember:**

**Best practice** is to submit your timesheet after your final shift in the pay period. **Web timesheet cutoff** is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

**For hourly employees:** Confirm that hours reported on a holiday were actually worked.

Time worked on a **holiday** by **work study students** must be paid from a departmental index.

**\*Note the employee & supervisor have one day to submit and approve timesheets.**

**\*\* Due to the Holiday Schedule, timesheet cutoff to submit and approve will be the same day : 11:00AM to submit / 1:00PM to approve**