

November 2022 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (11/4) Payroll Open/Close: Biweekly (11/4) Check Date: Stipend	2 TL Rpt Deadline: Weekly (11/10) Absence Reporting Deadline	3 TL Appr Deadline: Weekly (11/10) Absence Approval Deadline Absence Processing	4 Check Date: Weekly Check Date: Biweekly	5
6	7 Payroll Open/Close: Weekly (11/10)	8 Payroll Opens: TchFell (11/15)	9 TL Rpt Deadline: Weekly (11/18) TL Rpt Deadline: Biweekly (11/18) File Deadline: Stipend Payroll Closes: TchFell (11/15) Absence Reporting Deadline	10 Check Date: Weekly TL Appr Deadline: Weekly (11/18) TL Appr Deadline: Biweekly (11/18) Absence Approval Deadline Absence Processing	11 Veteran's Day	12
13	14	15 Payroll Open/Close: Weekly (11/18) Payroll Open/Close: Biweekly (11/18) TL Rpt Deadline: Weekly (11/23) Check Date: Teaching Fellows Absence Reporting Deadline	16 TL Appr Deadline: Weekly (11/23) Absence Accrual Cycle Absence Approval Deadline Absence Processing	17	18 Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/23)	19
20	21 Payroll Opens: Monthly (11/30)	22 TL Rpt Deadline: Weekly (12/2) TL Rpt Deadline: Biweekly (12/2) Payroll Closes: Monthly (11/30) Payroll Opens: Stipend (12/1) Absence Reporting Deadline	23 Check Date: Weekly TL Appr Deadline: Weekly (12/2) TL Appr Deadline: Biweekly (12/2) Payroll Closes: Stipend (12/1) Absence Approval Deadline Absence Processing	24 Thanksgiving	25 Day After Thanksgiving	26
27	28 Payroll Open/Close: Weekly (12/2) Payroll Open/Close: Biweekly (12/2)	29 Check Date: Monthly	30			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2022 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (12/9) Check Date: Stipend	2 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/9) Absence Approval Deadline Absence Processing	3
4	5 File Deadline: Stipend	6 Payroll Open/Close: Weekly (12/9)	7	8 TL Rpt Deadline: Weekly (12/16) TL Rpt Deadline: Biweekly (12/16) Payroll Opens: TchFell (12/15)	9 Check Date: Weekly TL Appr Deadline: Weekly (12/16) TL Appr Deadline: Biweekly (12/16) Payroll Closes: TchFell (12/15) Absence Approval Deadline Absence Processing	10
11	12	13 Payroll Open/Close: Weekly (12/16) Payroll Open/Close: Biweekly (12/16)	14 TL Rpt Deadline: Weekly (12/22) Payroll open: Monthly (12/22)	15 Payroll close: Monthly (12/22) Payroll Opens: Stipend (12/22) Check Date: Teaching Fellows TL Appr Deadline: Weekly (12/22) Absence Accrual Cycle Absence Approval Deadline Absence Processing	16 Check Date: Weekly Check Date: BiWeekly Payroll Closes: Stipend (12/22)	17
18	19 Payroll Open/Close: Weekly (12/22)	20 TL Rpt Deadline: Weekly (12/30) TL Rpt Deadline: Biweekly (12/30)	21 TL Appr Deadline: Biweekly (12/30) TL Appr Deadline: Weekly (12/30)	22 Check Date: Weekly Check Date: Monthly Check Date: Stipend	23 Winter recess 1/2 Day Christmas Eve (observed)	24
25 Christmas Day (observed)	26 Winter Recess Payroll Open/Close: Weekly (12/30) Payroll Open/Close: Biweekly (12/30)	27 Winter Recess TL Rpt Deadline: Weekly (1/7)	28 Winter Recess TL Appr Deadline: Weekly (1/7)	29 Winter Recess Absence Approval Deadline Absence Processing	30 Winter Recess Check Date: Weekly Check Date: BiWeekly	31
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender			Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change			

January 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Years Day (Observed)	3 Payroll Open/Close: Weekly (1/6)	4	5 TL Rpt Deadline: Weekly (1/13) TL Rpt Deadline: Biweekly (1/13) Absence Reporting Deadline	6 Check Date: Weekly TL Appr Deadline: Weekly (1/13) TL Appr Deadline: Biweekly (1/13) Payroll Opens: TchFell (1/13) Absence Approval Deadline Absence Processing	7
8	9 Payroll Closes: TchFell (1/13)	10 Payroll Open/Close: Weekly (1/13) Payroll Open/Close: Biweekly (1/13)	11 TL Rpt Deadline: Weekly (1/20) Absence Reporting Deadline	12 TL Appr Deadline: Weekly (1/20) Absence Approval Deadline Absence Processing	13 Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows	14
15	16 Martin Luther King Day	17 Payroll Open/Close: Weekly (1/20) Absence Accrual Cycle	18	19 TL Rpt Deadline: Weekly (1/27) TL Rpt Deadline: Biweekly (1/27) File Deadline: Stipend Absence Reporting Deadline	20 Check Date: Weekly TL Appr Deadline: Weekly (1/27) TL Appr Deadline: Biweekly (1/27) Absence Approval Deadline Absence Processing	21
22	23	24 Payroll Open/Close: Weekly (1/27) Payroll Open/Close: Biweekly (1/27)	25 Payroll Opens: Monthly (1/31)	26 Payroll Closes: Monthly (1/31) TL Rpt Deadline: Weekly (2/3) Payroll Open: Stipend (2/1) Absence Reporting Deadline	27 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/3) Absence Approval Deadline Absence Processing	28
29	30	31 Payroll Open/Close: Weekly (2/3) Check Date: Monthly				
Weekly = Yellow		Dates in Parentheses refer to the associated Check Date				
Biweekly = Blue		All Dates/Deadlines subject to change				
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

February 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	2 TL Rpt Deadline: Weekly (2/10) TL Rpt Deadline: Biweekly (2/10)	3 Check Date: Weekly TL Appr Deadline: Weekly (2/10) TL Appr Deadline: Biweekly (2/10)	4
5		6 Payroll Open/Close: Weekly (2/10) Payroll Open/Close: Biweekly (2/10)	7	8 Absence Reporting Deadline	9 Absence Reporting Deadline	10 Absence Reporting Deadline
12		13 Payroll Open/Close: Weekly (2/17)	14 Check Date: Teaching Fellows TL Rpt Deadline: Weekly (2/24) TL Rpt Deadline: Biweekly (2/24)	15 Absence Reporting Deadline	16 Absence Reporting Deadline	17 Absence Reporting Deadline
19	20 President's Day	21 Payroll Open/Close: Weekly (2/24) Payroll Open/Close: Biweekly (2/24)	22 Payroll Opens: Monthly (2/28)	23 TL Rpt Deadline: Weekly (3/3) Payroll Open: Stipend (3/1) Payroll Closes: Monthly (2/28)	24 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/3) Payroll Closes: Stipend (3/1)	25
26		27 Payroll Open/Close: Weekly (3/3) Check Date: Monthly	28			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

March 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Check Date: Stipend	TL Rpt Deadline: Weekly (3/10) TL Rpt Deadline: Biweekly (3/10)	Check Date: Weekly TL Appr Deadline: Weekly (3/10) TL Appr Deadline: Biweekly (3/10)	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
5		6	7	8	9	10
		Payroll Open/Close: Weekly (3/11) Payroll Open/Close: Biweekly (3/11)		TL Rpt Deadline: Weekly (3/17) Payroll Opens: TchFell (3/15)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/18) Payroll Closes: TchFell (3/15)	11
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
12		13	14	15	16	17
		Payroll Open/Close: Weekly (3/17)	Check Date: Teaching Fellows	TL Rpt Deadline: Weekly (3/24) TL Rpt Deadline: Biweekly (3/24)	Check Date: Weekly TL Appr Deadline: Weekly (3/24) TL Appr Deadline: Biweekly (3/24) File Deadline: Stipend	18
				Absence Accrual Cycle Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
19		20	21	22	23	24
		Payroll Open/Close: Weekly (3/24) Payroll Open/Close: Biweekly (3/24)		TL Rpt Deadline: Weekly (3/31) Payroll Opens: Monthly (3/31)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/1) Payroll Closes: Monthly (3/31) Payroll Opens: Stipend (4/1)	25
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
26	Payroll Closes: Stipend (4/1)	27	28	29	30	31
		Payroll Open/Close: Weekly (3/31)		TL Rpt Deadline: Weekly (4/07) TL Rpt Deadline: Biweekly (4/07)	Check Date: Weekly Check Date: Monthly Check Date: Stipend TL Appr Deadline: Weekly (4/07) TL Appr Deadline: Biweekly (4/07)	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
Weekly = Yellow				Dates in Parentheses refer to the associated Check Date		
Biweekly = Blue				All Dates/Deadlines subject to change		
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

April 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Payroll Open/Close: Weekly (4/07) Payroll Open/Close: Biweekly (4/07)	5	6 TL Rpt Deadline: Weekly (4/14) Absence Reporting Deadline	7 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/14) Payroll Opens: TchFell (4/14) Absence Approval Deadline Absence Processing	8
9	10 Payroll Closes: TchFell (4/14)	11 Payroll Open/Close: Weekly (4/14)	12	13 TL Rpt Deadline: Weekly (4/21) TL Rpt Deadline: Biweekly (4/21) Absence Reporting Deadline	14 Check Date: Weekly TL Appr Deadline: Weekly (4/21) TL Appr Deadline: Biweekly (4/21) Check Date: Teaching Fellows File Deadline: Stipend Absence Approval Deadline Absence Processing	15
16	17	18 Payroll Open/Close: Weekly (4/21) Payroll Open/Close: Biweekly (4/21)	19	20 TL Rpt Deadline: Weekly (4/28) Payroll Opens: Monthly (4/28) Absence Reporting Deadline	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/28) Payroll Open: Stipend (5/01) Payroll Closes: Monthly (4/28) Absence Approval Deadline Absence Processing	22
23	24 Payroll Close: Stipend (5/01)	25 Payroll Open/Close: Weekly (4/28)	26	27 TL Rpt Deadline: Weekly (5/5) TL Rpt Deadline: Biweekly (5/5) Absence Reporting Deadline	28 Check Date: Weekly Check Date: Monthly TL Appr Deadline: Weekly (5/5) TL Appr Deadline: Biweekly (5/5) Absence Approval Deadline Absence Processing	29
30						
Weekly = Yellow						
Biweekly = Blue						
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

May 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend (5/01)	2 Payroll Open/Close: Weekly (5/5) Payroll Open/Close: Biweekly (5/5)	3	4 TL Rpt Deadline: Weekly (5/12) Absence Reporting Deadline	5 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/12) Payroll Opens: TchFell (5/15) Absence Approval Deadline Absence Processing	6
7	8 Payroll Closes: TchFell (5/15)	9 Payroll Open/Close: Weekly (5/12)	10	11 TL Rpt Deadline: Weekly (5/19) TL Rpt Deadline: Biweekly (5/19) Absence Reporting Deadline	12 Check Date: Weekly TL Appr Deadline: Weekly (5/19) TL Appr Deadline: Biweekly (5/19) Absence Approval Deadline Absence Processing	13
14	15 Check Date: Teaching Fellows	16 Payroll Open/Close: Weekly (5/19) Payroll Open/Close: Biweekly (5/19)	17 Absence Accrual Cycle	18 TL Rpt Deadline: Weekly (5/26) Absence Reporting Deadline	19 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/26) File Deadline: Stipend Absence Approval Deadline Absence Processing	20
21	22	23 Payroll Open/Close: Weekly (5/26)	24 TL Rpt Deadline: Weekly (6/2) TL Rpt Deadline: Biweekly (6/2) Payroll Opens: Monthly (5/31) Absence Reporting Deadline	25 TL Appr Deadline: Weekly (6/2) TL Appr Deadline: Biweekly (6/2) Payroll Closes: Monthly (5/31) Payroll Opens: Stipend (6/1) Absence Approval Deadline Absence Processing	26 Check Date: Weekly Payroll Close: Stipend (6/1)	27
28	29 Memorial Day	30 Payroll Open/Close: Weekly (6/2) Payroll Open/Close: Biweekly (6/2)	31 Check Date: Monthly			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				TL Rpt Deadline: Weekly (6/09) Check Date: Stipend	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (6/09)	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
4		5	6	7	8	10
		Payroll Open/Close: Weekly (6/09)			TL Rpt Deadline: Weekly (6/16) TL Rpt Deadline: Biweekly (6/16)	
					Check Date: Weekly TL Appr Deadline: Weekly (6/16) TL Appr Deadline: Biweekly (6/16) Payroll Opens: TchFell (6/15)	
					Absence Reporting Deadline	Absence Approval Deadline Absence Processing
11		12	13	14	15	17
	Payroll Closes: TchFell (6/15)	Payroll Open/Close: Weekly (6/16) Payroll Open/Close: Biweekly (6/16)	File Deadline: Stipend TL Rpt Deadline: Weekly (6/23)	Check Date: Teaching Fellows TL Appr Deadline: Weekly (6/23)	Check Date: Weekly Check Date: Biweekly File Deadline: Stipend	
				Absence Accrual Cycle Absence Approval Deadline Absence Processing		
			Absence Reporting Deadline			
18	19	20	21	22	23	24
	Juneteenth	Payroll Open/Close: Weekly (6/23)		TL Rpt Deadline: Weekly (6/30) TL Rpt Deadline: Biweekly (6/30) Payroll Opens: Monthly (6/30)	Check Date: Weekly TL Appr Deadline: Weekly (6/30) TL Appr Deadline: Biweekly (6/30) Payroll Opens Stipend (6/30) Payroll Closes: Monthly (6/30)	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
25	26	27	28	29	30	
	Payroll Closes Stipend 6/30	Payroll Open/Close: Weekly (6/30) Payroll Open/Close: Biweekly (6/30)	TL Rpt Deadline: Weekly (7/7)	TL Appr Deadline: Weekly (7/7)		
				Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly Check Date: Stipend Check Date: Monthly	
			Absence Reporting Deadline	Absence Approval Deadline Absence Processing		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

July 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	Payroll Open/Close: Weekly (7/7)	3	4	5	6	7	8
		July 4th			TL Rpt Deadline: Weekly (7/14) TL Rpt Deadline: Biweekly (7/14)	Check Date: Weekly TL Appr Deadline: Weekly (7/14) TL Appr Deadline: Biweekly (7/14) Payroll Opens: TchFell (7/14)	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
9	Payroll Closes: TchFell (7/14)	10	11	12	13	14	15
		Payroll Open/Close: Weekly (7/14) Payroll Open/Close: Biweekly (7/14)			TL Rpt Deadline: Weekly (7/21)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/21) Check Date: Teaching Fellows	
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
16		17	18	19	20	21	22
		Payroll Open/Close: Weekly (7/21)	File Deadline: Stipend		TL Rpt Deadline: Weekly (7/28) TL Rpt Deadline: Biweekly (7/28)	Check Date: Weekly TL Appr Deadline: Weekly (7/28) TL Appr Deadline: Biweekly (7/28) Payroll Opens: Monthly (7/31)	
	Absence Accrual Cycle				Absence Reporting Deadline	Absence Approval Deadline Absence Processing	
23	24	25	26	27	28	29	
	Payroll Closes: Monthly (7/31)	Payroll Open/Close: Weekly (7/28) Payroll Open/Close: Biweekly (7/28)	Payroll Opens: Stipend (8/1)	TL Rpt Deadline: Weekly (8/4) Payroll Close: Stipend (8/1)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/4)		
				Absence Reporting Deadline	Absence Approval Deadline Absence Processing		
23	31						
	Check Date: Monthly						
30							
Weekly = Yellow		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change					
Biweekly = Blue							
Teaching Fellows = Gold							
Monthly = Green							
Stipend = Lavender							

August 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (8/4) Check Date: Stipend	2	3 TL Rpt Deadline: Weekly (8/11) TL Rpt Deadline: Biweekly (8/11)	4 Check Date: Weekly TL Appr Deadline: Weekly (8/11) TL Appr Deadline: Biweekly (8/11) Absence Reporting Deadline Absence Approval Deadline Absence Processing	5
6	7	8 Payroll Open/Close: Weekly (8/11) Payroll Open/Close: Biweekly (8/11)	9 Payroll Opens: TchFell (8/15)	10 TL Rpt Deadline: Weekly (8/18) Payroll Closes: TchFell (8/15)	11 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/18) Absence Reporting Deadline Absence Approval Deadline Absence Processing	12
13	14	15 Payroll Open/Close: Weekly (8/18) Check Date: Teaching Fellows	16 Absence Accrual Cycle	17 TL Rpt Deadline: Weekly (8/25) TL Rpt Deadline: Biweekly (8/25)	18 Check Date: Weekly TL Appr Deadline: Weekly (8/25) TL Appr Deadline: Biweekly (8/25) File Deadline: Stipend Absence Reporting Deadline Absence Approval Deadline Absence Processing	19
20	21	22 Payroll Open/Close: Weekly (8/25) Payroll Open/Close: Biweekly (8/25)	23	24 TL Rpt Deadline: Weekly (9/1) Payroll Opens: Monthly (8/31)	25 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/1) Payroll Opens: Stipend (9/1) Payroll Closes: Monthly (8/31) Absence Reporting Deadline Absence Approval Deadline Absence Processing	26
27	28 Payroll Closes: Stipend (9/1)	29 Payroll Open/Close: Weekly (9/1)	30 TL Rpt Deadline: Weekly (9/8) TL Rpt Deadline: Biweekly (9/8) Absence Reporting Deadline	31 Check Date: Monthly TL Appr Deadline: Weekly (9/8) TL Appr Deadline: Biweekly (9/8) Absence Approval Deadline Absence Processing		
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				

September 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: Stipend	2
3	Labor Day	4 Payroll Open/Close: Weekly (9/8) Payroll Open/Close: Biweekly (9/8)	5	6 TL Rpt Deadline: Weekly (9/15) Payroll Opens: TchFell (9/15)	7 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/15) Payroll Closes: TchFell (9/15) Absence Approval Deadline Absence Processing	8
10		11 Payroll Open/Close: Weekly (9/15)	12	13 TL Rpt Deadline: Weekly (9/22) TL Rpt Deadline: Biweekly (9/22)	14 Check Date: Weekly TL Appr Deadline: Weekly (9/22) TL Appr Deadline: Biweekly (9/22) Check Date: Teaching Fellows File Deadline: Stipend Absence Accrual Cycle Absence Approval Deadline Absence Processing	15
17		18 Payroll Open/Close: Weekly (9/22) Payroll Open/Close: Biweekly (9/22)	19	20 TL Rpt Deadline: Weekly (9/29) Payroll Opens: Monthly (9/29)	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/29) Payroll Closes: Monthly (9/29) Payroll Opens: Stipend (9/29) Absence Approval Deadline Absence Processing	22
24	Payroll Closes: Stipend (9/29)	25 Payroll Open/Close: Weekly (9/29)	26	27 TL Rpt Deadline: Weekly (10/6) TL Rpt Deadline: Biweekly (10/6)	28 TL Appr Deadline: Weekly (10/6) TL Appr Deadline: Biweekly (10/6) Check Date: Monthly Check Date: Weekly Check Date: Stipend Absence Approval Deadline Absence Processing	29
						30

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

October 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Payroll Open/Close: Weekly (10/6) Payroll Open/Close: Biweekly (10/6)	3 TL Rpt Deadline: Weekly (10/13)	4 TL Appr Deadline: Weekly (10/13) Payroll Opens: TchFell (10/13)	5 Check Date: Weekly Check Date: Biweekly Payroll Closes: TchFell (10/13)	6 7
8	Columbus Day	9 Payroll Open/Close: Weekly (10/13)	10	11 TL Rpt Deadline: Weekly (10/20) TL Rpt Deadline: Biweekly (10/20)	12 Check Date: Weekly TL Appr Deadline: Weekly (10/20) TL Appr Deadline: Biweekly (10/20) Check Date: Teaching Fellows	13 14
15		16 Payroll Open/Close: Weekly (10/20) Payroll Open/Close: Biweekly (10/20)	17 Absence Reporting Deadline	18 Absence Reporting Deadline	19 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/27)	20 21
22		23 Payroll Open/Close: Weekly (10/27)	24 Payroll Opens: Monthly (10/31)	25 TL Rpt Deadline: Weekly (11/3) TL Rpt Deadline: Biweekly (11/3) Payroll Closes: Monthly (10/31) Payroll Opens: Stipend (11/1)	26 Check Date: Weekly TL Appr Deadline: Weekly (11/3) TL Appr Deadline: Biweekly (11/3) Payroll Closes: Stipend (11/1)	27 28
29		30 Check Date: Monthly Payroll Open/Close: Weekly (11/3) Payroll Open/Close: Biweekly (11/3)	31			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

November 2023 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 TL Rpt Deadline: Weekly (11/10) Check Date: Stipend Absence Reporting Deadline	2 TL Appr Deadline: Weekly (11/10) Absence Approval Deadline Absence Processing	3 Check Date: Weekly Check Date: Biweekly	4
5	6 Payroll Open/Close: Weekly (11/10)	7	8 TL Rpt Deadline: Weekly (11/17) TL Rpt Deadline: Biweekly (11/17) Payroll Opens: TchFell (11/15) Absence Reporting Deadline	9 Check Date: Weekly TL Appr Deadline: Weekly (11/17) TL Appr Deadline: Biweekly (11/17) Payroll Closes: TchFell (11/15) Absence Approval Deadline Absence Processing	10 Veteran's Day	11
12	13	14 Payroll Open/Close: Weekly (11/17) Payroll Open/Close: Biweekly (11/17) TL Rpt Deadline: Weekly (11/22) File Deadline: Stipend Absence Reporting Deadline	15 TL Appr Deadline: Weekly (11/22) Check Date: Teaching Fellows Absence Accrual Cycle Absence Approval Deadline Absence Processing	16	17 Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/22)	18
19	20 Payroll Opens: Monthly (11/30)	21 TL Rpt Deadline: Weekly (12/1) TL Rpt Deadline: Biweekly (12/1) Payroll Closes: Monthly (11/30) Payroll Opens: Stipend (12/1) Absence Reporting Deadline	22 Check Date: Weekly TL Appr Deadline: Weekly (12/1) TL Appr Deadline: Biweekly (12/1) Payroll Closes: Stipend (12/1) Absence Approval Deadline Absence Processing	23 Thanksgiving	24 Day After Thanksgiving	25
26	27 Payroll Open/Close: Weekly (12/1) Payroll Open/Close: Biweekly (12/1)	28	29	30 Check Date: Monthly TL Rpt Deadline: Weekly (12/8) Absence Reporting Deadline		
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender			Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change			