

Note: HR lockout dates are tentative; please do not begin working until you receive the confirmation email from the VSU payroll office.

March 2023 Payroll Processing

| Mon | Tue | Wed | Thu | Fri |
|---|--|---|--|---|
| | | 1 Mar 1 st BW supp pay forms & HR EE changes due 5:30pm | 2 *BW APPROVAL DEADLINE* Mar 1 st Biweekly/Student time & absence approvals due 5:30pm | 3 Mar 1 st BW HR Benefit spreadsheet due 8am |
| 6 HR LOCKOUT – BIWEEKLY 33B1AC 10am/VPO 11am/TL 1pm | 7 HR LOCKOUT – BIWEEKLY 33B1 Confirm | 8 | 9 | 10 Mar 1 st Biweekly & Student Payday – 33B1 |
| 13 33B1AC 10am/VPO 11am/TL 1pm | 14 33B1 Confirm | 15 Mar 2 nd BW supp pay forms & HR EE changes due 5:30pm | 16 *BW APPROVAL DEADLINE* Mar 2 nd Biweekly/Student time & absence approvals due 5:30pm | 17 Mar 2 nd BW HR Benefit spreadsheet due 8am |
| 20 HR LOCKOUT – BIWEEKLY GA Changes due to HR 9am 33B2AC 10am/VPO 11am/TL 1pm | 21 HR LOCKOUT – BIWEEKLY 33B2 Confirm | 22 Mar MO suppl pay forms due 5:30pm | 23 MO HR Benefit spreadsheet due 8am | 24 HR LOCKOUT – MONTHLY **MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am Mar 2 nd Biweekly & Student Payday – 33B2 33M1 PG 9am |
| 27 HR LOCKOUT – MONTHLY 33M1AC 9am/VPO 9am/TL 11am | 28 HR LOCKOUT – MONTHLY 33M1 Confirm | 29 Apr 1 st BW supp pay forms & HR EE changes due 5:30pm | 30 *BW APPROVAL DEADLINE* Apr 1 st Biweekly/Student time & absence approvals due 5:30pm Monthly, Faculty & GA Payday – 33M1 | 31 Apr 1 st BW HR Benefit spreadsheet due 8am |

Biweekly Pay groups: C, H, J, T, W **Monthly Pay Groups:** A, F, G, L, P, X, Y

Biweekly Pay Periods: March 1st BW 33B1: 2/19/23 – 3/6/23, Pay 3/10/22; March 2nd BW 33B2: 3/5/23 – 3/20/23, Pay 3/24/23

April 1st BW 34B1: 3/19/23 – 4/1/23, Pay 4/7/23; April 2nd BW 34B2: 4/2/23 – 4/17/23, Pay 4/21/23

May 1st BW 35B1: 4/16/23 – 5/1/23, Pay 5/5/23; May 2nd BW 35B2: 4/30/23 – 5/15/23, Pay 5/19/23

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