



**P U Y A L L U P**  
 SCHOOL DISTRICT  
*A Tradition of Excellence*

**Payroll Calendar Due Dates for 2022-23 Employees**

Month	Employee Timecard Online Due	Due to Payroll Timesheets & TO Approvals	Preliminary Payroll date	Final Payroll order date	PayDay
September	2nd	7th	15th	23rd	30th
October	4th	6th	14th	24th	31st
November	2nd	4th	10th	21st	30th
December	2nd	6th	13th	20th	29th
January	4th	6th	17th	24th	31st
February	2nd	6th	13th	21st	28th
March	2nd	6th	16th	24th	31st
April	4th	6th	12th	21st	28th
May	2nd	4th	15th	23rd	31st
June	2nd	6th	14th	23rd	30th
July	5th	7th	14th	24th	31st
August	2nd	4th	16th	24th	31st

Last Updated 8/16/22

**Note:** Employee timesheet should be turned into their supervisor by the first or second work day of the month. This will give ample time for review and approval before they are due to Payroll.

**Remember:** Paper or electronic timesheets can be turned into Payroll as soon as they are available. No need to wait until the deadline.