



## 2023 Arch Location Payroll Calendar

	SUN	MON	TUES	WED	THURS	FRI	SAT
Dec 2022	25	26	27	28	29	30 12/11 - 12/24	31
Jan 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13 12/25 - 1/7	14
	15	16 Holiday	17	18	19	20	21
	22	23	24	25	26	27 1/8 - 1/21	28
	29	30	31	1	2	3	4
Feb 2023	5	6	7	8	9	10 1/22 - 2/4	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24 2/5 - 2/18	25
	26	27	28	1	2	3	4
Mar 2023	5	6	7	8	9	10 2/19 - 3/4	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24 3/5 - 3/18	25
	26	27	28	29	30	31	1
Apr 2023	2	3	4	5	6	7 3/19 - 4/1	8
	9	10 Easter	11 Holiday	12	13	14	15
	16	17	18	19	20	21 4/2 - 4/15	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5 4/16 - 4/29	6
May 2023	7	8	9	10	11	12	13
	14	15	16	17	18	19 4/30 - 5/13	20
	21	22	23	24	25	26	27
	28	29 Holiday	30	31	1	2 5/14 - 5/27	3
Jun 2023	4	5	6	7	8	9	10
	11	12	13	14	15	16 5/28 - 6/10	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30 6/11 - 6/24	1 JUL
Jul 2023	2	3	4 Holiday	5	6	7	8

	SUN	MON	TUES	WED	THURS	FRI	SAT
Jun/Jul 2023	25	26	27	28	29	30 6/11 - 6/24	1
Jul 2023	2	3	4 Holiday	5	6	7	8
	9	10	11	12	13	14 6/25 - 7/8	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28 7/9 - 7/22	29
	30	31	1	2	3	4	5
Aug 2023	6	7	8	9	10	11 7/23 - 8/5	12
	13	14	15 Holy Day	16	17	18	19
	20	21	22	23	24	25 8/6 - 8/19	26
	27	28	29	30	31	1	2
Sept 2023	3	4 Holiday	5	6	7	8 8/20 - 9/2	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 9/3 - 9/16	23
	24	25	26	27	28	29	30
Oct 2023	1	2	3 Holy Day	4	5	6 9/17 - 9/30	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20 10/1 - 10/14	21
	22	23	24	25	26	27	28
	29	30	31 Holy Day	1	2	3 10/15 - 10/28	4
Nov 2023	5	6	7	8	9	10	11
	12	13	14	15	16	17 10/29 - 11/11	18
	19	20	21	22	23 Holiday	24	25
	26	27	28	29	30	1 11/12 - 11/25	2
	3	4	5	6	7	8	9
Dec 2023	10	11	12	13	14	15 11/26 - 12/9	16
	17	18	19	20	21	22 Holiday Begins	23
	24	25	26	27	28	29 12/10 - 12/23	30
	31	1 JAN 24 Holiday	2	3	4	5	6

**Changes Due** Payroll Action & Stipend Request forms are due every Tuesday in non-payroll weeks for new hires, terminations, benefit related changes, and stipend requests. When preparing for hiring and terminations; please carefully examine the pay periods and their corresponding pay dates for final pay. Changes effective with the 12/29/23 pay date are required to be submitted by Thursday December 19, 2023.

**Approvals Due** Supervisors are required to approve timecards by Noon on Mondays in paid weeks.

If a holiday falls on Mon in a paid week, timecard approval must occur at the end of employee(s) last shift. In 2023 early approvals occur Thurs-Sat depending on when the employees' last shift ends.

**Pay Day** with corresponding pay periods

Catholic Center Holidays, Holy, and Feast Days

Martin Luther King, Jr. Day	Monday January 16th
Easter Monday	Monday April 10th
Memorial Day	Monday May 29th
Independence Day	Tuesday July 4th
Feast of the Assumption of Mary	Tuesday August 15th - Catholic Center Closes @ 1pm
Labor Day	Monday September 4th
Feast of St. Theodora Guerin	Tuesday October 3rd - Catholic Center Closes @ 1pm
Feast of All Saints	Wednesday November 1st - Catholic Center Closes @ 1pm
Thanksgiving Day	Thursday November 23rd
Christmas Holiday	Friday December 22nd - Monday January 1st
Catholic Center Offices Reopen	The Catholic Center reopens on Tuesday January 2, 2024