



# OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

## PAY SCHEDULE 2023 – Calendar Year

<u>2-Week Pay Period</u>	<u>EPAS Due</u>	<u>Timesheet Due</u>	<u>Pay date</u>	<u>Pay Cycle</u>
12/18/22 - 12/31/22	<b>*12/09/22</b>	<b>**12/21/22</b>	01/06/23	201
01/01/23 - 01/14/23	01/06/23	<b>*01/13/23</b>	01/20/23	202
01/15/23 - 01/28/23	01/13/23	01/30/23	02/03/23	203
01/29/23 - 02/11/23	01/27/23	02/13/23	02/17/23	204
02/12/23 - 02/25/23	02/10/23	02/27/23	03/03/23	205
02/26/23 - 03/11/23	02/24/23	03/13/23	03/17/23	206
03/12/23 - 03/25/23	03/10/23	03/27/23	03/31/23	207
03/26/23 - 04/08/23	03/24/23	04/10/23	04/14/23	208
04/09/23 - 04/22/23	04/07/23	04/24/23	04/28/23	209
04/23/23 - 05/06/23	04/21/23	05/08/23	05/12/23	210
05/07/23 - 05/20/23	<b>*04/28/23</b>	05/22/23	05/26/23	211
05/21/23 - 06/03/23	05/19/23	06/05/23	06/09/23	212
06/04/23 - 06/17/23	06/02/23	<b>*06/16/23</b>	06/23/23	213
06/18/23 - 07/01/23	06/16/23	<b>*06/30/23</b>	07/07/23	214
07/02/23 - 07/15/23	06/30/23	07/17/23	07/21/23	215
07/16/23 - 07/29/23	07/14/23	07/31/23	08/04/23	216
07/30/23 - 08/12/23	07/28/23	08/14/23	08/18/23	217
08/13/23 - 08/26/23	<b>*08/04/23</b>	08/28/23	09/01/23	218
08/27/23 - 09/09/23	08/25/23	09/11/23	09/15/23	219
09/10/23 - 09/23/23	09/08/23	09/25/23	09/29/23	220
09/24/23 - 10/07/23	09/22/23	10/09/23	10/13/23	221
10/08/23 - 10/21/23	10/06/23	10/23/23	10/27/23	222
10/22/23 - 11/04/23	10/20/23	<b>*11/03/23</b>	11/10/23	223
11/05/23 - 11/18/23	11/03/23	<b>*11/17/23</b>	11/24/23	224
11/19/23 - 12/02/23	11/17/23	12/04/23	12/08/23	225
12/03/23 - 12/16/23	12/01/23	12/18/23	12/22/23	226

\* **Earlier submission of e-PAS forms or time sheets requested due to new semester or holiday observance.**

\*\* ODURF/ODU is CLOSED Monday 12/25/23 through Monday 01/01/24.

- **We MUST have the time sheets by 10 AM on Wednesday, December 20, 2023 for the 12/17/22 - 12/30/22 pay period BEFORE Winter Break. You may estimate your time for the week to process payroll for the 1/6/2023 pay date. Any corrections may be made on the following pay period (pay date 01/19/2024).**
- **Please submit e-pas no later than Friday, December 8, 2023, for pay periods through January 5, 2024.**
- **Please submit e-pas no later than Tuesday, January 2, 2024, for the pay period paid on January 19, 2024.**

**Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.**