



ARCHDIOCESE OF SAN ANTONIO

PAYROLL SCHEDULE

JANUARY 2023 THROUGH DECEMBER 2023

PAY PERIOD (BI-WEEKLY)	TIMESHEETS DUE FRIDAY (BY 5:00 PM)	PAYDATE
12/24/2022 - 1/6/2023	January 6, 2023	January 13, 2023
1/7/2023 - 1/20/2023	January 20, 2023	January 27, 2023
1/21/2023 - 2/3/2023	February 3, 2023	February 10, 2023
2/4/2023 - 2/17/2023	February 17, 2023	February 24, 2023
2/18/2023 - 3/3/2023	March 3, 2023	March 10, 2023
3/4/2023 - 3/17/2023	March 17, 2023	March 24, 2023
3/18/2023 - 3/31/2023	March 31, 2023	April 7, 2023
4/1/2023 - 4/14/2023	April 14, 2023	April 21, 2023
4/15/2023 - 4/28/2023	April 28, 2023	May 5, 2023
4/29/2023 - 5/12/2023	May 12, 2023	May 19, 2023
5/13/2023 - 5/26/2023	May 26, 2023	June 2, 2023
5/27/2023 - 6/9/2023	June 9, 2023	June 16, 2023
6/10/2023 - 6/23/2023	June 23, 2023	June 30, 2023
6/24/2023 - 7/7/2023	July 7, 2023	July 14, 2023
7/8/2023 - 7/21/2023	July 21, 2023	July 28, 2023
7/22/2023 - 8/4/2023	August 4, 2023	August 11, 2023
8/5/2023 - 8/18/2023	August 18, 2023	August 25, 2023
8/19/2023 - 9/1/2023	September 1, 2023	September 8, 2023
9/2/2023 - 9/15/2023	September 15, 2023	September 22, 2023
9/16/2023 - 9/29/2023	September 29, 2023	October 6, 2023
9/30/2023 - 10/13/2023	October 13, 2023	October 20, 2023
10/14/2023 - 10/27/2023	October 27, 2023	November 3, 2023
10/28/2023 - 11/10/2023	November 10, 2023	November 17, 2023
11/11/2023 - 11/24/2023	November 24, 2023	December 1, 2023
11/25/2023 - 12/8/2023	December 8, 2023	December 15, 2023
12/9/2023 - 12/22/2023	December 22, 2023	December 29, 2023
12/23/2023 - 1/5/2024	January 5, 2024	January 12, 2024

Priest Monthly Payroll- 2nd pay period of every month

STATUS CHANGES MUST BE SUBMITTED ACCURATELY & NO LATER THAN THE WEDNESDAY PAYROLL "CLOSES/TIMESHEETS DUE" TO BE PROCESSED FOR THE PAY PERIOD.