



2023

**Patrick & Henry Community College
Payroll Schedule for Wage and Work Study Employees**

Pay Period Begins	Pay Period Ends	* Timesheets Due	** Supervisor Approvals Due	Pay Dates	PHCC Holidays (8 hours unless noted)
December 16	December 29	December 30	December 22	January 13	2023
December 30	January 12	January 13	January 16	January 27	
January 13	January 26	January 27	January 30	February 10	
January 27	February 9	February 10	February 13	February 24	New Year's Day
February 10	February 23	February 24	February 27	March 10	
February 24	March 9	March 10	March 13	March 24	January 2
March 10	March 23	March 24	March 27	April 7	Martin Luther King Day
March 24	April 6	April 7	April 10	April 21	January 16
April 7	April 20	April 21	April 24	May 5	
April 21	May 4	May 5	May 8	May 19	Memorial Day
May 5	May 18	May 19	May 22	June 2	May 29
May 19	June 1	June 2	June 5	June 16	Juneteenth
June 2	June 15	June 16	June 19	June 30	June 19
June 16	June 29	June 30	July 3	July 14	Independence Day
					July 4
June 30	July 13	July 14	July 17	July 28	Labor Day
July 14	July 27	July 28	July 31	August 11	September 4
July 28	August 10	August 11	August 14	August 25	Election Day
August 11	August 24	August 25	August 28	September 8	November 7
August 25	September 7	September 8	September 11	September 22	Thanksgiving
September 8	September 21	September 22	September 25	October 6	November 23
September 22	October 5	October 6	October 9	October 20	November 24
					Christmas / New Year's
October 6	October 19	October 20	October 23	November 3	December 25
October 20	November 2	November 3	November 6	November 17	December 26
November 3	November 16	November 17	November 20	December 1	December 27
November 17	November 30	December 1	December 4	December 15	December 28
December 1	December 14	December 15	December 18	December 29	December 29

* Timesheets are due by 10:30 am on due dates. Due dates are typically Fridays unless otherwise noted.

** Supervisor approvals are due by 12:00 pm on due dates. Due dates are typically on Mondays unless otherwise noted. Shared services will send reminder email on Friday and Monday for Supervisor approvals. Please be sure to have the time approved on Monday, so that the payroll can be processed on time.