



**2023 CALTIME TIMECARD APPROVAL DEADLINES**  
 For Biweekly Paid Employees | Last updated 05/22/23

Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (* Includes Accruals)	HOLIDAYS	
B1	Wed. 01/04/23	Sun. 12/11/22	Sat. 12/24/22	Sat. 12/24/22	<b>Tue. 12/27/22</b>	<b>By 9 am</b>	Wed. 01/04/23	Sun. 12/25/22	12/23
B2	Wed. 01/18/23	Sun. 12/25/22	Sat. 01/07/23	Sat. 01/07/23	Mon. 01/09/23	By Noon	Wed. 01/18/23	Sun. 01/08/23	12/30, 01/02
B1	Wed. 02/01/23	Sun. 01/08/23	Sat. 01/21/23	Sat. 01/21/23	Mon. 01/23/23	By Noon	Wed. 02/01/23	Sun. 01/22/23	01/17
B2	Wed. 02/15/23	Sun. 01/22/23	Sat. 02/04/23	Sat. 02/04/23	Mon. 02/06/23	By Noon	Wed. 02/15/23	Sun. 02/05/23	
B1	Wed. 03/01/23	Sun. 02/05/23	Sat. 02/18/23	Sat. 02/18/23	<b>Tue. 02/21/23</b>	<b>By 9 am</b>	Wed. 03/01/23	Sun. 02/19/23	
B2	Wed. 03/15/23	Sun. 02/19/23	Sat. 03/04/23	Sat. 03/04/23	Mon. 03/06/23	By Noon	Wed. 03/15/23	Sun. 03/05/23	2/20
B3	Wed. 03/29/23	Sun. 03/05/23	Sat. 03/18/23	Sat. 03/18/23	Mon. 03/20/23	By Noon	Wed. 03/29/23	Sun. 03/19/23	
B1	Wed. 04/12/23	Sun. 03/19/23	Sat. 04/01/23	Sat. 04/01/23	Mon. 04/03/23	By Noon	Wed. 04/12/23	Sun. 04/02/23	03/31
B2	Wed. 04/26/23	Sun. 04/02/23	Sat. 04/15/23	Sat. 04/15/23	Mon. 04/17/23	By Noon	Wed. 04/26/23	Sun. 04/16/23	
B1	Wed. 05/10/23	Sun. 04/16/23	Sat. 04/29/23	Sat. 04/29/23	Mon. 05/01/23	By Noon	Wed. 05/10/23	Sun. 04/30/23	
B2	Wed. 05/24/23	Sun. 04/30/23	Sat. 05/13/23	Sat. 05/13/23	Mon. 05/15/23	By Noon	Wed. 05/24/23	Sun. 05/14/23	
B1	Wed. 06/07/23	Sun. 05/14/23	Sat. 05/27/23	Sat. 05/27/23	<b>Tue. 05/30/23</b>	<b>By 9am</b>	Wed. 06/07/23	Sun. 05/28/23	
B2	Wed. 06/21/23	Sun. 05/28/23	Sat. 06/10/23	Sat. 06/10/23	Mon. 06/12/23	By Noon	Wed. 06/21/23	Sun. 06/11/23	05/29
B1	Wed. 07/05/23	Sun. 06/11/23	Sat. 06/24/23	Sat. 06/24/23	Mon. 06/26/23	By Noon	Wed. 07/05/23	Sun. 06/25/23	06/19
B2	Wed. 07/19/23	Sun. 06/25/23	Sat. 07/08/23	Sat. 07/08/23	Mon. 07/10/23	By Noon	Wed. 07/19/23	Sun. 07/09/23	07/04
B1	Wed. 08/02/23	Sun. 07/09/23	Sat. 07/22/23	Sat. 07/22/23	Mon. 07/24/23	By Noon	Wed. 08/02/23	Sun. 07/23/23	
B2	Wed. 08/16/23	Sun. 07/23/23	Sat. 08/05/23	Sat. 08/05/23	Mon. 08/07/23	By Noon	Wed. 08/16/23	Sun. 08/06/23	
B3	Wed. 08/30/23	Sun. 08/06/23	Sat. 08/19/23	Sat. 08/19/23	Mon. 08/21/23	By Noon	Wed. 08/30/23	Sun. 08/20/23	
B1	Wed. 09/13/23	Sun. 08/20/23	Sat. 09/02/23	Sat. 09/02/23	<b>Tue. 09/05/23</b>	<b>By 9 am</b>	Wed. 09/13/23	Sun. 09/03/23	
B2	Wed. 09/27/23	Sun. 09/03/23	Sat. 09/16/23	Sat. 09/16/23	Mon. 09/18/23	By Noon	Wed. 09/27/23	Sun. 09/17/23	09/04
B1	Wed. 10/11/23	Sun. 09/17/23	Sat. 09/30/23	Sat. 09/30/23	Mon. 10/02/23	By Noon	Wed. 10/11/23	Sun. 10/01/23	
B2	Wed. 10/25/23	Sun. 10/01/23	Sat. 10/14/23	Sat. 10/14/23	Mon. 10/16/23	By Noon	Wed. 10/25/23	Sun. 10/15/23	
B1	Wed. 11/08/23	Sun. 10/15/23	Sat. 10/28/23	Sat. 10/28/23	Mon. 10/30/23	By Noon	Wed. 11/08/23	Sun. 10/29/23	
B2	Wed. 11/22/23	Sun. 10/29/23	Sat. 11/11/23	Sat. 11/11/23	Mon. 11/13/23	By Noon	Wed. 11/22/23	Sun. 11/12/23	11/10
B1	Wed. 12/06/23	Sun. 11/12/23	Sat. 11/25/23	Sat. 11/25/23	Mon. 11/27/23	By Noon	Wed. 12/06/23	Sun. 11/26/23	
B2	Wed. 12/20/23	Sun. 11/26/23	Sat. 12/09/23	Sat. 12/09/23	Mon. 12/11/23	By Noon	Wed. 12/20/23	Sun. 12/10/23	
B1	Wed. 01/03/24	Sun. 12/10/23	Sat. 12/23/23	<b>Wed. 12/20/23</b>	<b>Thurs. 12/21/23</b>	<b>By Noon</b>	Wed. 01/03/24	Sun. 12/24/23	<b>**Sign off before PPE**</b>
B2	Wed. 01/17/24	Sun. 12/24/23	Sat. 01/06/24	Sat. 01/06/24	Mon. 01/08/24	By Noon	Wed. 01/17/24	Sun. 01/07/24	12/25, 12/26, 12/29, 01/01

\*Benefits Holiday: During a Benefits Holiday, no flat dollar deductions (such as Medical and Dental) are taken from the employees paycheck. A Benefits holiday applies to the 3rd biweekly paycheck in a calendar month.