

MEMO TO: All Faculty and Staff  
 FROM: Dorene Spotts, Fiscal Manager  
 SUBJECT: Payroll Schedule for Fiscal Year 2023

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance).

**DATES TO REMEMBER:**

- Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2022. This form can be found on our website at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.

You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>. If you have any questions, please contact the Payroll Department at 530-8780 or visit the [payroll website](#) for FAQ's.

## Paid Holidays

Please note, schedule may change based on changes to UToledo holiday calendar.

	Academic on both Campuses	Clinical/UTPPA
Independence Day	Monday, July 4, 2022	Same as Academic
Labor Day	Monday, September 5, 2022	Same as Academic
Veterans Day	Friday, November 11, 2022	Same as Academic
Thanksgiving Day	Thursday, November 24, 2022	Same as Academic
President's Day (Flex)	Friday, November 25, 2022	Same as Academic
Columbus Day (Flex)	Friday, December 23, 2022	Saturday, December 24, 2022
Christmas Day [Observed]	Monday, December 26, 2022	Sunday, December 25, 2022
New Year's Day [Observed]	Monday, January 2, 2023	Sunday, January 1, 2023
Martin Luther King Day	Monday, January 16, 2023	Same as Academic
Memorial Day	Monday, May 29, 2023	Same as Academic
Juneteenth	Monday, June 19, 2023	Same as Academic

**Who should I contact with questions/problems with API, Online Timesheets, Online Leave Reporting, and TimeClock Plus?** Any questions or problems should be emailed to [payroll@utoledo.edu](mailto:payroll@utoledo.edu) instead of an individual payroll employee so we can serve you as quickly as possible.

**What are normal weekly deadlines for Timecards, API, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates to be moved up).**

- TimeClock Plus employee approval: Due by 12:00pm of pay week Monday
- TimeClock Plus supervisor approval: Due by 5:00pm of pay week Monday
- API employee sign off: Due by 5:00 pm of non-payroll Monday

- API supervisor approval: Due by 11:00 am on non-payroll Thursday
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week
- Online Timesheet supervisor approval: Due 5:00 pm Monday of pay week
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week

Holidays that cause a change to the normal schedule deadlines are noted below. **Please note, schedule may change based on changes to UToledo holiday calendar.**

Pay No.	Pay Day	API Approval	Online Time Sheet Submission	Online Supervisor Approval	TCP Approval	Special Notes
13	7/1/2022	6/23/2022	6/26/2022	6/27/2022	6/27/2022	
14	7/15/2022	7/7/2022	7/10/2022	7/11/2022	7/11/2022	
15	7/29/2022	7/21/2022	7/24/2022	7/25/2022	7/25/2022	
16	8/12/2022	8/4/2022	8/7/2022	8/8/2022	8/8/2022	
17	8/26/2022	8/18/2022	8/21/2022	8/22/2022	8/22/2022	
<b>18</b>	<b>9/9/2022</b>	<b>8/31/2022</b>	<b>9/4/2022</b>	<b>9/5/2022</b>	<b>9/5/2022</b>	<b>HOLIDAY CHANGE</b>
19	9/23/2022	9/15/2022	9/18/2022	9/19/2022	9/19/2022	
20	10/7/2022	9/29/2022	10/2/2022	10/3/2022	10/3/2022	
21	10/21/2022	10/13/2022	10/16/2022	10/17/2022	10/17/2022	
22	11/4/2022	10/27/2022	10/30/2022	10/31/2022	10/31/2022	
<b>23</b>	<b>11/18/2022</b>	<b>11/9/2022</b>	<b>11/13/2022</b>	<b>11/14/2022</b>	<b>11/14/2022</b>	<b>HOLIDAY CHANGE</b>
<b>24</b>	<b>12/2/2022</b>	<b>11/22/2022</b>	<b>11/27/2022</b>	<b>11/28/2022</b>	<b>11/28/2022</b>	<b>HOLIDAY CHANGE</b>
25	12/16/2022	12/8/2022	12/11/2022	12/12/2022	12/12/2022	
<b>26</b>	<b>12/30/2022</b>	<b>12/20/2022</b>	<b>12/21/2022</b>	<b>12/22/2022</b>	<b>12/22/2022</b>	<b>HOLIDAY CHANGE</b>
1	1/13/2023	1/5/2023	1/8/2023	1/9/2023	1/9/2023	
2	1/27/2023	1/19/2023	1/22/2023	1/23/2023	1/23/2023	
3	2/10/2023	2/2/2023	2/5/2023	2/6/2023	2/6/2023	
4	2/24/2023	2/16/2023	2/19/2023	2/20/2023	2/20/2023	
5	3/10/2023	3/2/2023	3/5/2023	3/6/2023	3/6/2023	
6	3/24/2023	3/16/2023	3/19/2023	3/20/2023	3/20/2023	
7	4/7/2023	3/30/2023	4/2/2023	4/3/2023	4/3/2023	
8	4/21/2023	4/13/2023	4/16/2023	4/17/2023	4/17/2023	
9	5/5/2023	4/27/2023	4/30/2023	5/1/2023	5/1/2023	
10	5/19/2023	5/11/2023	5/14/2023	5/15/2023	5/15/2023	
<b>11</b>	<b>6/2/2023</b>	<b>5/24/2023</b>	<b>5/28/2023</b>	<b>5/30/2023</b>	<b>5/30/2023</b>	<b>HOLIDAY CHANGE</b>
12	6/16/2023	6/8/2023	6/11/2023	6/12/2023	6/12/2023	
13	6/30/2023	6/22/2023	6/25/2023	6/26/2023	6/26/2023	
14	7/14/2023	7/6/2023	7/9/2023	7/10/2023	7/10/2023	
15	7/28/2023	7/20/2023	7/23/2023	7/24/2023	7/24/2023	