Juniata College

PENNSYLVANIA

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Student Employee
Bi-Weekly Pay Schedule 2023

Pay Period Start Date	Pay Period End Date	Pay Date	Payroll Assistance Requests 11 AM** Deadline	Employee & Manager Approval Deadline ***	Payroll Type	Special Processing
Nov-27-22	Dec-10-22	Dec-23-22	Dec 15, 2022 - 9 am	Dec 16, 2022 - 9 am	Academic	
Dec-11-22	Dec-24-22	Jan-06-23	Jan-02-23	Jan 3-23 at 9 am	Academic	
Dec-25-22	Jan-07-23	Jan-20-23	Jan-12-23	Jan-13-23	Academic	
Jan-08-23	Jan-21-23	Feb-03-23	Jan-26-23	Jan-27-23	Academic	
Jan-22-23	Feb-04-23	Feb-17-23	Feb-09-23	Feb-10-23	Academic	
Feb-05-23	Feb-18-23	Mar-03-23	Feb-23-23	Feb-24-23	Academic	
Feb-19-23	Mar-04-23	Mar-17-23	Mar-09-23	Mar-10-23	Academic	
Mar-05-23	Mar-18-23	Mar-31-23	Mar-23-23	Mar-24-23	Academic	
Mar-19-23	Apr-01-23	Apr-14-23	Apr-06-23	Apr-07-23	Academic	
Apr-02-23	Apr-15-23	Apr-28-23	Apr-20-23	Apr-21-23	Academic	
Apr-16-23	Apr-29-23	May-12-23	May-04-23	May-05-23	Academic	
Apr-30-23	May-13-23	May-26-23	May-18-23	May-19-23	Ac/Su	Final academic yr payroll
May-14-23	May-27-23	Jun-09-23	Jun-01-23	Jun-02-23	Summer	
May-28-23	Jun-10-23	Jun-23-23	Jun-15-23	Jun-16-23	Summer	
Jun-11-23	Jun-24-23	Jul-07-23	Jun-29-23	Jun 30-23 at 9 am	Summer	
Jun-25-23	Jul-08-23	Jul-21-23	Jul-13-23	Jul-14-23	Summer	
Jul-09-23	Jul-22-23	Aug-04-23	Jul-27-23	Jul-28-23	Summer	
Jul-23-23	Aug-05-23	Aug-18-23	Aug-10-23	Aug-11-23	Summer	
Aug-06-23	Aug-19-23	Sep-01-23	Aug-24-23	Aug-25-23	Summer	
Aug-20-23	Sep-02-23	Sep-15-23	Sep-07-23	Sep-08-23	Su/Ac	Final summer payroll
Sep-03-23	Sep-16-23	Sep-29-23	Sep-21-23	Sep-22-23	Academic	
Sep-17-23	Sep-30-23	Oct-13-23	Oct-05-23	Oct-06-23	Academic	
Oct-01-23	Oct-14-23	Oct-27-23	Oct-19-23	Oct-20-23	Academic	
Oct-15-23	Oct-28-23	Nov-10-23	Nov-02-23	Nov-03-23	Academic	
Oct-29-23	Nov-11-23	Nov-24-23	Nov-16-23	Nov-17-23	Academic	
Nov-12-23	Nov-25-23	Dec-08-23	Nov-30-23	Dec-01-23	Academic	
Nov-26-23	Dec-09-23	Dec-22-23	Dec-14-23	Dec 15-23 at 9 am	Academic	No adjustment needed

** Requests for assistance by payroll should be submitted the Thursday prior to the approval deadline. Payroll is unable to resolve issues on the day of processing due to processing multiple payrolls.

***Approval deadline - Approval window allows one week for employees and supervisors to make edits to and approve timecards. Goal is to have employees approve by Tuesday, leaving supervisors the correction/approval window of Wednesday through Friday. Unless otherwise noted, payroll is processed immediately upon arrival on Monday morning.

This document is available on the Payroll Office webpage under Pay Schedules
http://www.juniata.edu/offices/finance-administration/payroll/schedules.php