

**2023 Personnel Transactions Data Entry Deadline Schedule**

<b>PAY CHECK NUMBER</b>	<b>PAY DATE</b>	<b>SERVICE PERIOD</b>	<b>PAY ID</b>	<b>TRANSACTION REQUESTS MUST BE SUBMITTED TO EPAF@WAYNE.EDU NO LATER THAN 5:00PM</b>
01	01/04/23	12/12/22 12/25/22 01/01/23 - 01/14/23 01/01/23 - 01/13/23	BW 9M PF	12/9/22**
02	01/18/23	12/26/22 01/08/23 01/15/23 - 01/28/23 01/14/23 - 01/27/23	BW 9M PF	01/4/23***
03	02/01/23	01/09/23 01/22/23 01/29/23 - 02/11/23 01/28/23 - 02/10/23	BW 9M PF	01/18/23
04	02/15/23	01/23/23 02/05/23 02/12/23 02/25/23 02/11/23 02/24/23	BW 9M PF	02/01/23
05	03/01/23	02/06/23 02/19/23 02/26/23 - 03/11/23 02/25/23 - 03/10/23	BW 9M PF	02/15/23
06	03/15/23	02/20/23 03/05/23 03/12/23 - 03/25/23 03/11/23 - 03/24/23	BW 9M PF	03/01/23
07	03/29/23	03/06/23 03/19/23 03/26/23 - 04/08/23 03/25/23 - 04/07/23	BW 9M PF	03/15/23
08	04/12/23	03/20/23 04/02/23 04/09/23 - 04/22/23 04/08/23 - 04/21/23	BW 9M PF	03/29/23
09	04/26/23	04/03/23 04/16/23 04/23/23 - 05/06/23 04/22/23 - 05/05/23	BW 9M PF	04/12/23
10	05/10/23	04/17/23 04/30/23 05/07/23 - 05/16/23 05/06/23 - 05/19/23	BW 9M PF	04/26/23
11	05/24/23	05/01/23 05/14/23 05/20/23 - 06/02/23	BW PF	05/10/23
12	06/07/23	05/15/23 05/28/23 06/03/23 06/16/23	BW PF	05/24/23
13	06/21/23	05/29/23 06/11/23 06/17/23 - 06/30/23	BW PF	06/07/23
14	07/05/23	06/12/23 06/25/23 07/01/23 - 07/14/23	BW PF	06/21/23
15	07/19/23	06/26/23 07/09/23 07/15/23 - 07/28/23	BW PF	07/05/23

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16	08/02/23	07/10/23 07/23/23 07/29/23 - 08/11/23	BW PF	07/19/23
17	08/16/23	07/24/23 08/06/23 08/17/23 - 09/01/23 08/12/23 - 08/25/23	BW 9M PF	08/02/23
18	08/30/23	08/07/23 08/20/23 09/02/23 - 09/15/23 08/26/23 - 09/08/23	BW 9M PF	08/16/23
19	09/13/23	08/21/23 09/03/23 09/16/23 - 09/29/23 09/09/23 - 09/22/23	BW 9M PF	08/30/23
20	09/27/23	09/04/23 09/17/23 09/30/23 - 10/13/23 09/23/23 - 10/06/23	BW 9M PF	09/13/23
21	10/11/23	09/18/23 10/01/23 10/14/23 - 10/27/23 10/07/23 - 10/20/23	BW 9M PF	<b>9/22/23</b> <b>(Due to Position Control Roll)</b>
22	10/25/23	10/02/23 10/15/23 10/28/23 - 11/10/23 10/21/23 - 11/03/23	BW 9M PF	10/11/23
23	11/08/23	10/16/23 10/29/23 11/11/23 - 11/24/23 11/04/23 - 11/17/23	BW 9M PF	10/25/23
24	11/22/23	10/30/23 11/12/23 11/25/23 - 12/08/23 11/18/23 - 12/01/23	BW 9M PF	11/08/23
25	12/06/23	11/13/23 11/26/23 12/09/23 - 12/22/23 12/02/23 - 12/15/23	BW 9M PF	<b>11/15/2023**</b> <b>Due to the Thanksgiving Holiday</b>
26	12/20/23	11/27/23 12/10/23 12/23/23 - 12/31/23 12/16/23 - 12/31/23	BW 9M PF	12/06/23

**\*\* ACCELERATED DEADLINE DUE TO HOLIDAY**

**\*\*\* Short data entry period due to Holiday**

**NOTES:**

Future transactions will have a personnel date equal to or greater than the first day of the pay period.

Calendar is subject to change.

*Revised: 10/4/23*