



FY-23 HR PAPERWORK DEADLINE CALENDAR

PAYROLL ID	If I want my new hire to start working between:		I need to submit an RT Ticket to AAOU SSC by, COB:	My new hires start date should be the first business day of the pay period, which is:	My new hire will receive their first pay check on...	
	Pay Period Start Date	Pay Period End Date	AAOU SSC RT Ticket Deadline	New Hire Applicable Start Date	If they are a SALARY Employee:	If they are an HOURLY Employee:
2023-001	06/19/22	07/02/22	06/07/22	06/20/22	07/08/22	07/22/22
2023-002	07/03/22	07/16/22	06/20/22*	07/04/22	07/22/22	08/05/22
2023-003	07/17/22	07/30/22	07/05/22	07/18/22	08/05/22	08/19/22
2023-004	07/31/22	08/13/22	07/19/22	08/01/22	08/19/22	09/02/22
2023-005	08/14/22	08/27/22	08/02/22	08/15/22	09/02/22	09/16/22
2023-006	08/28/22	09/10/22	08/16/22	08/29/22	09/16/22	09/30/22
2023-007	09/11/22	09/24/22	8/29/22*	09/12/22	09/30/22	10/14/22
2023-008	09/25/22	10/08/22	09/13/22	09/26/22	10/14/22	10/28/22
2023-009	10/09/22	10/22/22	9/26/22*	10/10/22	10/28/22	11/11/22
2023-010	10/23/22	11/05/22	10/11/22	10/24/22	11/11/22	11/25/22
2023-011	11/06/22	11/19/22	10/24/22*	11/07/22	11/25/22	12/09/22
2023-012	11/20/22	12/03/22	11/08/22*	11/21/22	12/09/22	12/23/22
2023-013	12/04/22	12/17/22	11/15/22*	12/05/22	12/23/22	01/06/23
2023-014	12/18/22	12/31/22	11/15/22*	12/19/22	01/06/23	01/20/23
2023-015	01/01/23	01/14/23	12/13/22*	01/02/23	01/20/23	02/03/23
2023-016	01/15/23	01/28/23	12/13/22*	01/16/23	02/03/23	02/17/23
2023-017	01/29/23	02/11/23	01/10/23	01/30/23	02/17/23	03/03/23
2023-018	02/12/23	02/25/23	01/24/23	02/13/23	03/03/23	03/17/23

****ALL hiring requests, and job actions due to AAOU SSC on the appropriate deadline dates listed****

***Special Deadline Due to upcoming Holiday/Campus Closure**

****Remember: All New Hire start dates should be coordinated with the AAOU SSC before the informal verbal offer is made, and all New Hires should start at the beginning of the pay period (first business day of the pay period)****