

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Exempt Pay Day (January 1 st -31 st) Non-Exempt Pay Period Begins (February 1 st -15 th Regular Hours = 88 Hours)	2 Non-Exempt Time Sheets Due to Payroll (January 16 th -31 st Regular Hours = 96 Hours) TimeClock Plus Hours Due by 1pm Central Time	3	4
5	6	7	8	9	10 Non-Exempt Pay Day (January 16 th -31 st)	11
12	13 Non-Exempt ePAF's Due to HR (February 1 st -15 th)	14 Valentine's Day	15 Exempt Leave Reports Due (January 1 st -31 st) Non-Exempt Pay Periods Ends (February 1 st -15 th Regular Hours = 88 Hours)	16 Non-Exempt Pay Period Begins (February 16 th -28 th Regular Hours = 72 Hours)	17 Non-Exempt Time Sheets Due to Payroll (February 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	18 Exempt ePAF's Due to HR
19	20	21	22	23	24 Non-Exempt Pay Day (February 1 st -15 th) Non-Exempt ePAF's Due to HR (February 16 th -28 th)	25
26	27	28 Non-Exempt Pay Period Ends (February 16 th -28 th Regular Hours = 72 Hours)				