

January 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------------------------|--------------------------|--|--|------------------------------------|-------------------------------|----------|
| 1 | 2 University Holiday | 3 | 4 | 5 BP Final Approval Deadline | 6 BW1 Day 1** | 7 |
| 8 | 9 BW1 Day 2 | 10 BW1 Day 3 / Complete | 11 | 12 | 13 BW1 Payday | 14 |
| 15 | 16 University Holiday | 17 BP Final Approval Deadline | 18 BW2 Day 1 | 19 BW2 Day 2 | 20 BW2 Day 3 / Complete | 21 |
| 22 BP Final Approval Deadline* | 23 MO1 Day 1 | 24 MO1 Day 2 | 25 MO1 Day 3 / Complete Finance Month Close | 26 | 27 BW2 Payday | 28 |
| 29 | 30 | 31 BP Final Approval Deadline MO1 Payday | 1 BW3 Day 1 | 2 BW3 Day 2 | 3 BW3 Day 3 / Complete | 4 |
| 5 | 6 | <i>Notes</i> *Operational support or approvals may be limited for business processes initiated during weekends and university holidays **Starting biweekly processing for BW1 later in support of year end processing. | | | | |

February 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------------------------|-----------------|---|--|-----------------|-------------------------------|----------|
| 29 | 30 | 31 BP Final Approval Deadline MO1 Payday | 1 BW3 Day 1 | 2 BW3 Day 2 | 3 BW3 Day 3 / Complete | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 BW3 Payday | 11 |
| 12 | 13 | 14 BP Final Approval Deadline | 15 BW4 Day 1 | 16 BW4 Day 2 | 17 BW4 Day 3 / Complete | 18 |
| 19 BP Final Approval Deadline* | 20 MO2 Day 1 | 21 MO2 Day 2 | 22 MO2 Day 3 / Complete Finance Month Close | 23 | 24 BW4 Payday | 25 |
| 26 | 27 | 28 BP Final Approval Deadline MO2 Payday | 1 BW5 Day 1 | 2 BW5 Day 2 | 3 BW5 Day 3 / Complete | 4 |
| 5 | 6 | <i>Notes</i> | | | | |

March 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---|-----------------|-----------------|--|----------|
| 26 | 27 | 28 BP Final Approval Deadline MO2 Payday | 1 BW5 Day 1 | 2 BW5 Day 2 | 3 BW5 Day 3 / Complete | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 BW5 Payday | 11 |
| 12 | 13 | 14 BP Final Approval Deadline | 15 BW6 Day 1 | 16 BW6 Day 2 | 17 BW6 Day 3 / Complete | 18 |
| 19 | 20 | 21 BP Final Approval Deadline | 22 MO3 Day 1 | 23 MO3 Day 2 | 24 BW6 Payday MO3 Day 3 / Complete | 25 |
| 26 | 27 | 28 BP Final Approval Deadline | 29 BW7 Day 1 | 30 BW7 Day 2 | 31 BW7 Day 3 / Complete Finance Month Close MO3 Payday | 1 |
| 2 | 3 | <i>Notes</i> | | | | |

April 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|-------------------------------------|-----------------|-----------------|--|----------|
| 26 | 27 | 28 BP Final Approval Deadline | 29 BW7 Day 1 | 30 BW7 Day 2 | 31 BW7 Day 3 / Complete Finance Month Close MO3 Payday | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 BW7 Payday | 8 |
| 9 | 10 | 11 BP Final Approval Deadline | 12 BW8 Day 1 | 13 BW8 Day 2 | 14 BW8 Day 3 / Complete | 15 |
| 16 | 17 | 18 BP Final Approval Deadline | 19 MO4 Day 1 | 20 MO4 Day 2 | 21 BW8 Payday MO4 Day 3 / Complete | 22 |
| 23 | 24 | 25 BP Final Approval Deadline | 26 BW9 Day 1 | 27 BW9 Day 2 | 28 MO4 Payday BW9 Day 3 / Complete Finance Month Close | 29 |
| 30 | 1 | <i>Notes</i> | | | | |

May 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------------------|-------------------------------------|------------------|------------------|---|----------|
| 30 | 1 | 2 | 3 | 4 | 5 BW9 Payday | 6 |
| 7 | 8 | 9 BP Final Approval Deadline | 10 BW10 Day 1 | 11 BW10 Day 2 | 12 BW10 Day 3 / Complete | 13 |
| 14 | 15 | 16 BP Final Approval Deadline | 17 MO5 Day 1 | 18 MO5 Day 2 | 19 BW10 Payday MO5 Day 3 / Complete | 20 |
| 21 | 22 | 23 BP Final Approval Deadline | 24 BW11 Day 1 | 25 BW11 Day 2 | 26 BW11 Day 3 / Complete Finance Month Close | 27 |
| 28 | 29 University Holiday | 30 | 31 MO5 Payday | 1 | 2 BW11 Payday | 3 |

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| 4 | 5 | <i>Notes</i> |
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June 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------------------|-------------------------------------|------------------|---|--|----------|
| 28 | 29 University Holiday | 30 | 31 MO5 Payday | 1 | 2 BW11 Payday | 3 |
| 4 | 5 | 6 BP Final Approval Deadline | 7 BW12 Day 1 | 8 BW12 Day 2 | 9 BW12 Day 3 / Complete | 10 |
| 11 | 12 | 13 BP Final Approval Deadline | 14 MO6 Day 1 | 15 MO6 Day 2 | 16 BW12 Payday MO6 Day 3 / Complete | 17 |
| 18 | 19 University Holiday | 20 BP Final Approval Deadline | 21 BW13 Day 1 | 22 BW13 Day 2 Complete Finance Month Close | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 BW13 Payday MO6 Payday | 1 |

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| 2 | 3 | <i>Notes</i> |
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July 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------------------------|--|------------------|-------------------------------------|---|----------|
| 25 | 26 | 27 | 28 | 29 | 30 BW13 Payday MO6 Payday | 1 |
| 2 | 3 | 4 University Holiday BP Final Approval Deadline* | 5 | 6 BW14 Day 1 | 7 BW14 Day 2 | 8 |
| 9 | 10 BW14 Day 3 / Complete | 11 | 12 | 13 BP Final Approval Deadline | 14 BW14 Payday MO7 Day 1 | 15 |
| 16 | 17 MO7 Day 2 | 18 BP Final Approval Deadline MO7 Day 3 / Complete | 19 BW15 Day 1 | 20 BW15 Day 2 | 21 BW15 Day 3 / Complete Finance Month Close | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 BW15 Payday | 29 |
| 30 | 31 MO7 Payday | <i>Notes</i> *Operational support or approvals may be limited for business processes initiated during weekends and university holidays | | | | |

August 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|------------------|-------------------------------------|------------------|--------------------------------|---|----------|
| 30 | 31 MO7 Payday | 1 BP Final Approval Deadline | 2 BW16 Day 1 | 3 BW16 Day 2 | 4 BW16 Day 3 / Complete | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 BW16 Payday | 12 |
| 13 | 14 | 15 BP Final Approval Deadline | 16 BW17 Day 1 | 17 BW17 Day 2 | 18 BW17 Day 3 / Complete | 19 |
| 20 | 21 | 22 BP Final Approval Deadline | 23 MO8 Day 1 | 24 MO8 Day 2 | 25 BW17 Payday MO8 Day 3 / Complete Finance Month Close | 26 |
| 27 | 28 | 29 BP Final Approval Deadline | 30 BW18 Day 1 | 31 BW18 Day 2 MO8 Payday | 1 BW18 Day 3 / Complete | 2 |
| 3 | 4 | <i>Notes</i> | | | | |

September 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-------------------------|-------------------------------------|------------------|--------------------------------|---|----------|
| 27 | 28 | 29 BP Final Approval Deadline | 30 BW18 Day 1 | 31 BW18 Day 2 MO8 Payday | 1 BW18 Day 3 / Complete | 2 |
| 3 | 4 University Holiday | 5 | 6 | 7 | 8 BW18 Payday | 9 |
| 10 | 11 | 12 BP Final Approval Deadline | 13 BW19 Day 1 | 14 BW19 Day 2 | 15 BW19 Day 3 / Complete | 16 |
| 17 | 18 | 19 BP Final Approval Deadline | 20 MO9 Day 1 | 21 MO9 Day 2 | 22 BW19 Payday MO9 Day 3 / Complete | 23 |
| 24 | 25 | 26 BP Final Approval Deadline | 27 BW20 Day 1 | 28 BW20 Day 2 | 29 BW20 Day 3 / Complete MO9 Payday Finance Month Close | 30 |
| 1 | 2 | <i>Notes</i> | | | | |

October 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|-------------------------------------|------------------|------------------|---|----------|
| 1 | 2 | 3 | 4 | 5 | 6 BW20 Payday | 7 |
| 8 | 9 | 10 BP Final Approval Deadline | 11 BW21 Day 1 | 12 BW21 Day 2 | 13 BW21 Day 3 / Complete | 14 |
| 15 | 16 | 17 BP Final Approval Deadline | 18 MO10 Day 1 | 19 MO10 Day 2 | 20 BW21 Payday MO10 Day 3 / Complete | 21 |
| 22 | 23 | 24 BP Final Approval Deadline | 25 BW22 Day 1 | 26 BW22 Day 2 | 27 BW22 Day 3 / Complete Finance Month Close | 28 |
| 29 | 30 | 31 MO10 Payday | 1 | 2 | 3 BW22 Payday | 4 |

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| 5 | 6 | <i>Notes</i> |
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November 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------------------------|---|------------------|--------------------------|---|----------|
| 29 | 30 | 31 MO10 Payday | 1 | 2 | 3 BW22 Payday | 4 |
| 5 | 6 | 7 BP Final Approval Deadline | 8 BW23 Day 1 | 9 BW23 Day 2 | 10 University Holiday | 11 |
| 12 | 13 BW23 Day 3 / Complete | 14 BP Final Approval Deadline | 15 MO11 Day 1 | 16 MO11 Day 2 | 17 BW23 Payday MO11 Day 3 / Complete | 18 |
| 19 | 20 | 21 BP Final Approval Deadline | 22 BW24 Day 1 | 23 University Holiday | 24 University Holiday | 25 |
| 26 | 27 BW24 Day 2 | 28 BW24 Day 3 / Complete Finance Month Close | 29 | 30 MO11 Payday | 1 BW24 Payday | 2 |
| 3 | 4 | <i>Notes</i> | | | | |

December 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------------------|---|------------------|-------------------------------------|---|----------|
| 26 | 27 BW24 Day 2 | 28 BW24 Day 3 / Complete Finance Month Close | 29 | 30 MO11 Payday | 1 BW24 Payday | 2 |
| 3 | 4 | 5 BP Final Approval Deadline | 6 BW25 Day 1 | 7 BW25 Day 2 | 8 BW25 Day 3 / Complete | 9 |
| 10 | 11 | 12 | 13 | 14 BP Final Approval Deadline | 15 BW25 Payday MO12 Day 1 | 16 |
| 17 | 18 MO12 Day 2 | 19 MO12 Day 3 / Complete BP Final Approval Deadline | 20 BW26 Day 1 | 21 BW26 Day 2 | 22 BW26 Day 3 / Complete Finance Month Close | 23 |
| 24 | 25 University Holiday | 26 University Holiday | 27 | 28 | 29 BW26 Payday MO12 Payday | 30 |
| 31 | 1 | <i>Notes</i> | | | | |