

2023 MONTHLY PAYROLL CALENDAR

\*\* MO = USA  
 MH = USA HealthCare Management LLC  
 MI = University of South Alabama Health Authority

Payroll ID** and Number	Period Covered	Documents <sup>(b)</sup> with all approvals to HR or Payroll as Appropriate Before 4:00 PM	Employee Leave Report Submission Before 5:00 PM (a)	Approvers Leave Report Approval Before 5:00 PM	Check Date
MO/MH/MI 01	12/01/2022 - 12/31/2022	12/9/2022*	01/15/2023	01/20/2023	01/03/2023
MO/MH/MI 02	01/01/2023 - 01/31/2023	01/20/2023	02/15/2023	02/20/2023	02/01/2023
MO/MH/MI 03	02/01/2023 - 02/28/2023	02/17/2023	03/15/2023	03/20/2023	03/01/2023
MO/MH/MI 04	03/01/2023 - 03/31/2023	03/20/2023	04/15/2023	04/20/2023	04/03/2023
MO/MH/MI 05	04/01/2023 - 04/30/2023	04/20/2023	05/15/2023	05/20/2023	05/01/2023
MO/MH/MI 06	05/01/2023 - 05/31/2023	05/19/2023	06/15/2023	06/20/2023	06/01/2023
MO/MH/MI 07	06/01/2023 - 06/30/2023	06/20/2023	07/15/2023	07/20/2023	07/03/2023
MO/MH/MI 08	07/01/2023 - 07/31/2023	07/20/2023	08/15/2023	08/20/2023	08/01/2023
MO/MH/MI 09	08/01/2023 - 08/31/2023	08/18/2023	09/15/2023	09/20/2023	09/01/2023
MO/MH/MI 10	09/01/2023 - 09/30/2023	09/20/2023	10/15/2023	10/20/2023	10/02/2023
MO/MH/MI 11	10/01/2023 - 10/31/2023	10/20/2023	11/15/2023	11/20/2023	11/01/2023
MO/MH/MI 12	11/01/2023 - 11/30/2023	11/17/2023	12/15/2023	12/20/2023	12/01/2023

Dates may be subject to change due to unforeseen circumstances

\*Deviates from the normal deadline

<sup>(a)</sup> Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

<sup>(b)</sup> Note - Documents include EPAFs, PAs, Direct Pays, Payment to Individual Forms, Etc.

Revised 06/28/2023