



Grand County Human Resource Office

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## Notice of 2023 Payroll Cut-Off Dates and Payroll Dates

Payroll #	Pay Period Dates	Time Entry Cut-Off Dates	Pay Dates
1	12/18/2022 – 12/31/2022	12/31/2022	1/6/2023
2	1/1/2023 – 1/14/2023	1/14/2023	1/20/2023
3	1/15/2023 – 1/28/2023	1/28/2023	2/3/2023
4	1/29/2023 – 2/11/2023	2/11/2023	2/17/2023
5	2/12/2023 – 2/25/2023	2/25/2023	3/3/2023
6	2/26/2023 – 3/11/2023	3/11/2023	3/17/2023
7	3/12/2023 – 3/25/2023	3/25/2023	3/31/2023
8	3/26/2023 – 4/8/2023	4/8/2023	4/14/2023
9	4/9/2023 – 4/22/2023	4/22/2023	4/28/2023
10	4/23/2023 – 5/6/2023	5/6/2023	5/12/2023
11	5/7/2023 – 5/20/2023	5/20/2023	5/26/2023
12	5/21/2023 – 6/3/2023	6/3/2023	6/9/2023
13	6/4/2023 – 6/17/2023	6/17/2023	6/23/2023
14	6/18/2023 – 7/1/2023	7/1/2023	7/7/2023
15	7/2/2023 – 7/15/2023	7/15/2023	7/21/2023
16	7/16/2023 – 7/29/2023	7/29/2023	8/4/2023
17	7/30/2023 – 8/12/2023	8/12/2023	8/18/2023
18	8/13/2023 – 8/26/2023	8/26/2023	9/1/2023
19	8/27/2023 – 9/9/2023	9/9/2023	9/15/2023
20	9/10/2023 – 9/23/2023	9/23/2023	9/29/2023
21	9/24/2023 – 10/7/2023	10/7/2023	10/13/2023
22	10/8/2023 – 10/21/2023	10/21/2023	10/27/2023
23	10/22/2023 – 11/4/2023	11/4/2023	11/10/2023
24	11/5/2023 – 11/18/2023	11/18/2023	11/24/2023
25	11/19/2023 – 12/2/2023	12/2/2023	12/8/2023
26	12/3/2023 – 12/16/2023	12/16/2023	12/22/2023

**Reminder:** Time cards and time entry for all employees must be submitted to Payroll by no later than **12:00 p.m. on the Friday before the cut-off dates**. If an employee has Saturday hours or on-call time, those are due by no later than 8:00 a.m. on the following Monday.

**\*Some variation may be required for holiday weeks. Specific instructions will be sent if applicable.**