

2023 Biweekly Lockout and Confirm Schedule

Pay Period Number	Pay Period	School / Division ePAR Approvals deadline Noon	TIM Admin Deadline 5 pm	Central Office ePAR Approvals Deadline *End of day	Payroll lockout Noon	Payroll confirm date- Lockout ends Noon	Payday
B14	Dec 19 – Jan 01	Jan 03	Jan 03	Jan 05	Jan 06	Jan 10	Jan 13
B15	Jan 02 - Jan 15	Jan 12	Jan 17	Jan 17	Jan 18	Jan 20	Jan 27
B16	Jan 16 – Jan 29	Jan 31	Jan 31	Feb 02	Feb 03	Feb 07	Feb 10
B17	Jan 30 - Feb 12	Feb 10	Feb 14	Feb 14	Feb 15	Feb 17	Feb 24
B18	Feb 13 – Feb 26	Feb 28	Feb 28	Mar 02	Mar 03	Mar 07	Mar 10
B19	Feb 27 – Mar 12	Mar 14	Mar 14	Mar 16	Mar 17	Mar 21	Mar 24
B20	Mar 13 - Mar 26	Mar 27	Mar 28	Mar 29	Mar 30	Apr 03	Apr 06
B21	Mar 27 - Apr 09	Apr 11	Apr 11	Apr 13	Apr 14	Apr 18	Apr 21
B22	Apr 10 - Apr 23	Apr 25	Apr 25	Apr 27	Apr 28	May 02	May 05
B23	Apr 24 - May 07	May 09	May 09	May 11	May 12	May 16	May 19
B24	May 08 - May 21	May 22	May 23	May 24	May 25	May 30	Jun 02
B25	May 22 - Jun 04	Jun 06	Jun 06	Jun 08	Jun 09	Jun 13	Jun 16
B26	Jun 05 - Jun 18	Jun 16	Jun 20	Jun 20	Jun 22	Jun 26	Jun 30
B27	Jun 19 - Jul 02	Jul 03	Jul 05	Jul 06	Jul 07	Jul 11	Jul 14
B01	Jul 03 - Jul 16	Jul 14	Jul 18	Jul 18	Jul 19	Jul 21	Jul 28
B02	Jul 17 – Jul 30	Aug 01	Aug 01	Aug 03	Aug 04	Aug 08	Aug 11
B03	Jul 31 - Aug 13	Aug 15	Aug 15	Aug 17	Aug 18	Aug 22	Aug 25
B04	Aug 14 - Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sep 05	Sep 08
B05	Aug 28 - Sep 10	Sep 12	Sep 12	Sep 14	Sep 15	Sep 19	Sep 22
B06	Sep 11 - Sep 24	Sep 26	Sep 26	Sep 28	Sep 29	Oct 03	Oct 06
B07	Sep 25 - Oct 08	Oct 10	Oct 10	Oct 12	Oct 13	Oct 17	Oct 20
B08	Oct 09 - Oct 22	Oct 24	Oct 24	Oct 26	Oct 27	Oct 31	Nov 03
B09	Oct 23 - Nov 5	Nov 07	Nov 07	Nov 09	Nov 10	Nov 14	Nov 17
B10	Nov 6 - Nov 19	Nov 17	Nov 21	Nov 21	Nov 22	Nov 28	Dec 01
B11	Nov 20 - Dec 03	Dec 05	Dec 05	Dec 07	Dec 08	Dec 12	Dec 15
B12	Dec 04-Dec 17	Dec 15	Dec 19	Dec 19	Dec 20	Dec 21	Dec 29

Yellow Rows indicate a double-lockout period. Double lockout occurs when both pay cycles align on the same payday and affect how the payroll is processed. On these days specified, biweekly paychecks will be processed first and lockout will remain until monthly paychecks are also processed.