



2023 TIMECARD DEADLINES – Northern Utah

<https://www.opentimeclock.com/t1/index.html>

Pay periods are Every 2-Weeks (Sunday – Saturday)

Pay Days are typically every other Thursday (depending on holidays)

- **Log into Time Clock and Verify your Hours BEFORE Timecards are Due!**
- Notify your Manager if there are any Errors.
- Managers will check Timecards each SUNDAY and adjust if/as needed.

REMINDER: Set up your account with workforce.intuit.com to view your paystubs and accrued PTO online.

<u>PAY PERIOD</u>	<u>APPROVE by 8:00 am</u>	<u>PAY DAY</u>
Dec 25 – Jan 7	January 8, 2023	January 12, 2023
Jan 8 – Jan 21	January 22, 2023	January 26, 2023
Jan 22 – Feb 4	February 5, 2023	February 9, 2023
Feb 5 – Feb 18	February 19, 2023	February 23, 2023
Feb 19 – Mar 4	March 5, 2023	March 9, 2023
Mar 5 – Mar 18	March 19, 2023	March 23, 2023
March 20 – Apr 1	April 2, 2023	April 6, 2023
Apr 2 – Apr 15	April 16, 2023	April 20, 2023
April 16 – Apr 29	April 30, 2023	May 4, 2023
April 30 – May 13	May 14, 2023	May 18, 2023
May 14 – May 27	May 28, 2023	June 1, 2023
May 28 – Jun 10	June 11, 2023	June 15, 2023
June 11 – June 24	June 25, 2023	June 29, 2023
June 25 – July 8	July 9, 2023	July 13, 2023
July 9 – July 22	July 23, 2023	July 27, 2023
July 23 – Aug 5	August 6, 2023	August 10, 2023
Aug 6 – Aug 19	August 20, 2023	August 24, 2023
Aug 20 – Sep 2	September 3, 2023	September 7, 2023
Sep 3 – Sep 16	September 17, 2023	September 21, 2023
Sep 17 – Sep 30	October 1, 2023	October 5, 2023
Oct 1 – Oct 14	October 15, 2023	October 19, 2023
Oct 15 – Oct 28	October 29, 2023	November 2, 2023
Oct 29 – Nov 11	November 12, 2023	November 16, 2023
Nov 12 – Nov 25	November 26, 2023	November 30, 2023
Nov 26 – Dec 9	December 10, 2023	December 14, 2023
Dec 10 – Dec 23	December 24, 2023	December 28, 2023
Dec 24 – Jan 6	January 7, 2024	January 11, 2024