



## 2023 TIMECARD DEADLINES – Southern 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](https://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 18 – 31	January 01, 2023	January 5, 2023
Jan 1 – Jan 14	January 15, 2023	January 19, 2023
Jan 15 – Jan 28	January 29, 2023	February 2, 2023
Jan 29 – Feb 11	February 12, 2023	February 16, 2023
Feb 12 – Feb 25	February 26, 2023	March 2, 2023
Feb 26 – Mar 11	March 12, 2023	March 16, 2023
March 12 – Mar 25	March 26, 2023	March 30, 2023
March 26 – Apr 8	April 9, 2023	April 13, 2023
April 9 – Apr 22	April 23, 2023	April 27, 2023
April 23 – May 6	May 7, 2023	May 11, 2023
May 7 – May 20	May 21, 2023	May 25, 2023
May 21 – Jun 3	June 4, 2023	June 8, 2023
June 4 – June 17	June 18, 2023	June 22, 2023
June 18 – July 1	July 2, 2023	July 6, 2023
July 2 – July 15	July 16, 2023	July 20, 2023
July 16 – July 29	July 30, 2023	August 3, 2023
July 30 – Aug 12	August 13, 2023	August 17, 2023
Aug 13 – Aug 26	August 27, 2023	August 31, 2023
Aug 27 – Sep 9	September 10, 2023	September 14, 2023
Sep 10 – Sep 23	September 24, 2023	September 28, 2023
Sep 24 – Oct 7	October 8, 2023	October 12, 2023
Oct 8 – Oct 21	October 22, 2023	October 26, 2023
Oct 22 – Nov 4	November 5, 2023	November 9, 2023
Nov 5 – Nov 18	November 19, 2023	November 22, 2023
Nov 19 – Dec 2	December 3, 2023	December 7, 2023
Dec 3 – Dec 16	December 17, 2023	December 21, 2023
Dec 17 – Dec 30	December 31, 2023	January 4, 2024