

2023 DioCal Payroll Calendar
Diocesan House & Bishop's Staff Holidays

Pay Periods & Pay Dates for 2023:

- Pay periods of 1st – 15th Paychecks will be issued on the following 20th.*
- Pay period of 16th – End of Month (EoM) Paychecks will be issued on the following 5th* with an exception for the last paycheck of the year which will be 12/31
 *If the pay date falls on a holiday or weekend, the check date will be the business day prior.
- Worksheet to report hours or wage adjustments (aka “timesheet”) is due to Diocesan Payroll Service by 9AM two business days before check dates.
- New hire paperwork should be completed within three days of hire date and filed with the payroll office no later than dates posted below for checks to be issued on noted pay date.
- Change forms are due ASAP but no later than 10AM the day before timesheet deadlines (except for first payroll cycle of year).

<u>Pay Period Date Range</u>	<u>Pay Day / Check Date</u>	<u>Timesheet Deadline Due before 9AM</u>	<u>Change & Hire Forms Deadline Due by 10AM</u>
Jan 1 - 15	1/20	1/18	1/11
Jan 16 - 31	2/3	2/1	1/31
Feb 1 - 15	2/17	2/15	2/14
Feb 16 – 28	3/3	3/1	2/28
Mar 1 – 15	3/20	3/16	3/15
Mar 16 – 31	4/5	4/3	3/31
Apr 1 – 15	4/20	4/18	4/17
Apr16 – 30	5/5	5/3	5/2
May 1 – 15	5/19	5/17	5/16
May 16 – 31	6/5	6/1	5/31
June 1 – 15	6/20	6/15	6/14
June 16 – 30	7/5	6/30	6/29
July 1 – 15	7/20	7/18	7/17
July 16 – 31	8/4	8/2	8/1
Aug 1 – 15	8/18	8/16	8/15
Aug 16 – 31	9/5	8/31	8/30
Sept 1 – 15	9/20	9/18	9/15
Sept 16 – 30	10/5	10/3	10/2
Oct 1 – 15	10/20	10/18	10/17
Oct 16 – 31	11/3	11/1	10/31
Nov 1 – 15	11/20	11/16	11/15
Nov 16 – 30	12/5	12/1	11/30
Dec 1 – 15	12/20	12/18	12/15
Dec 16 - 31	12/29	12/27	12/26

2023 Holidays Observed by Diocesan House / Bishop's Staff (DioHouse office will be closed)

This list of holidays is informational, not prescriptive. Each employer should schedule holidays that best suit the organization

New Year's Day (observed) Jan 2 (Monday)
 Martin Luther King, Jr. Day – January 16 (Monday)
 President's Day – February 20 (Monday)
 Good Friday- April 7 (Friday)
 Memorial Day – May 29 (Monday)
 Juneteenth – June 19 (Monday)
 Independence Day – July 4 (Tuesday)

Labor Day – September 4 (Monday)
 Native American Day – September 23 (Friday)
 Indigenous Peoples Day – October 9 (Monday)
 Monday after Diocesan Convention – October 30 (Monday)
 Veteran's Day – observed November 10 (Friday)
 Thanksgiving Break – November 23 & 24 (Thursday & Friday)
 Christmas Day – December 25 (Monday)
 2024 New Year's Day – Jan 1 (Monday)