



1835 University Blvd., Suite 224
Langley Park, MD 20783
301-434-3111
FAX 301-434-1223

TO: All Employees

FROM: Payroll and Human Resources

Subject: **Pay Check Dates Beginning January 1, 2023**

Beginning December 18, 2022, all employees will be paid in accordance with the new pay dates stated below.

Pay Period (Number)	Period Start Date (Sunday)	Period End Date (Saturday)	Timesheet Due Date (Monday)	Pay Dates (Friday)
1	12/18/22	12/31/22	1/2/23	1/13/23
2	1/1/23	1/14/23	1/16/23	1/27/23
3	1/15/23	1/28/23	1/30/23	2/10/23
4	1/29/23	2/11/23	2/13/23	2/24/23
5	2/12/23	2/25/23	2/27/23	3/10/23
6	2/26/23	3/11/23	3/13/23	3/24/23
7	3/12/23	3/25/23	3/27/23	4/7/23
8	3/26/23	4/8/23	4/10/23	4/21/23
9	4/9/23	4/22/23	4/24/23	5/5/23
10	4/23/23	5/6/23	5/8/23	5/19/23
11	5/7/23	5/20/23	5/22/23	6/2/23
12	5/21/23	6/3/23	6/5/23	6/16/23
13	6/4/23	6/17/23	6/19/23	6/30/23
14	6/18/23	7/1/23	7/3/23	7/14/23
15	7/2/23	7/15/23	7/17/23	7/28/23
16	7/16/23	7/29/23	7/31/23	8/11/23
17	7/30/23	8/12/23	8/14/23	8/25/23
18	8/13/23	8/26/23	8/28/23	9/8/23
19	8/27/23	9/9/23	9/11/23	9/22/23
20	9/10/23	9/23/23	9/25/23	10/6/23
21	9/24/23	10/7/23	10/9/23	10/20/23
22	10/8/23	10/21/23	10/23/23	11/3/23
23	10/22/23	11/4/23	11/6/23	11/17/23
24	11/5/23	11/18/23	11/20/23	12/1/23
25	11/19/23	12/2/23	12/4/23	12/15/23
26	12/3/23	12/16/23	12/18/23	12/29/23

Fax your time sheets to 1-301-434-3284 by 11:59 p.m. on the due dates listed above.