

**CALIFORNIA INSTITUTE OF TECHNOLOGY  
BI-WEEKLY PAYROLL SCHEDULE  
JANUARY 2023- MARCH 2024**

Payroll Number	Begin	End	Month Paid	Payroll Due	KRONOS Signoff	Final Payment Process NACHA Transmission	JPM Positive Pay & TIAA File Processing	Cost & Transfer to GL	Pay Date
BW-25	11/21/22	- 12/04/22	Dec	12/2	12/5	12/6	12/07/22	12/8	12/09/22
BW-26	12/05/22	- 12/18/22	Dec	12/16	12/19/22 6 AM	12/19/22 Noon	12/20/22	12/21	12/23/22
BW-01	12/19/22	- 01/01/23	Jan	12/23	<b>1/03/23 6 AM</b>	<b>1/03/23 Noon</b>	01/04/23	1/5	01/06/23
BW-02	01/02/23	- 01/15/23	Jan	1/13	<b>1/17/23 6 AM</b>	<b>1/17/23 Noon</b>	01/18/23	1/19	01/20/23
BW-03	01/16/23	- 01/29/23	Feb	1/27	1/30	1/31	02/01/23	2/2	02/03/23
BW-04	01/30/23	- 02/12/23	Feb	2/10	2/13	2/14	02/15/23	2/16	02/17/23
BW-05	02/13/23	- 02/26/23	Mar	2/24	2/27	2/28	03/01/23	3/2	03/03/23
BW-06	02/27/23	- 03/12/23	Mar	3/10	3/13	3/14	03/15/23	3/16	03/17/23
BW-07	03/13/23	- 03/26/23	OMIT	3/24	3/27	3/28	03/29/23	3/30	03/31/23
BW-08	03/27/23	- 04/09/23	Apr	4/7	4/10	4/11	04/12/23	4/13	04/14/23
BW-09	04/10/23	- 04/23/23	Apr	4/21	4/24	4/25	04/26/23	4/27	04/28/23
BW-10	04/24/23	- 05/07/23	May	5/5	5/8	5/9	05/10/23	5/11	05/12/23
BW-11	05/08/23	- 05/21/23	May	5/19	<b>5/22/23 8 AM</b>	<b>5/22/23 Noon</b>	05/24/23	5/25	05/26/23
BW-12	05/22/23	- 06/04/23	Jun	6/2	6/5	6/6	06/07/23	6/8	06/09/23
BW-13	06/05/23	- 06/18/23	Jun	6/16	<b>6/20/23 8 AM</b>	<b>6/20/23 Noon</b>	06/21/23	6/22	06/23/23
BW-14	06/19/23	- 07/02/23	Jul	6/29	<b>6/30/23 8 AM</b>	<b>6/30/23 Noon</b>	07/05/23	7/6	07/07/23
BW-15	07/03/23	- 07/16/23	Jul	7/14	7/17	7/18	07/19/23	7/20	07/21/23
BW-16	07/17/23	- 07/30/23	Aug	7/28	7/31	8/1	08/02/23	8/3	08/04/23
BW-17	07/31/23	- 08/13/23	Aug	8/11	8/14	8/15	08/16/23	8/17	08/18/23
BW-18	08/14/23	- 08/27/23	Sep	8/25	8/28	8/29	08/30/23	9/1	09/01/23
BW-19	08/28/23	- 09/10/23	Sep	9/8	9/11	9/12	09/13/23	9/14	09/15/23
BW-20	09/11/23	- 09/24/23	OMIT	9/22	9/25	9/26	09/27/23	9/28	09/29/23
BW-21	09/25/23	- 10/08/23	Oct	10/6	10/9	10/10	10/11/23	10/12	10/13/23
BW-22	10/09/23	- 10/22/23	Oct	10/20	10/23	10/24	10/25/23	10/26	10/27/23
BW-23	10/23/23	- 11/05/23	Nov	11/3	11/6	11/7	11/08/23	11/9	11/10/23
BW-24	11/06/23	- 11/19/23	Nov	11/17	<b>11/20/23 8 AM</b>	<b>11/20/23 Noon</b>	11/21/23	11/22	11/24/23
BW-25	11/20/23	- 12/03/23	Dec	12/1	12/4	12/5	12/06/23	12/7	12/08/23
BW-26	12/04/23	- 12/17/23	Dec	12/15	<b>12/18/23 8 AM</b>	<b>12/18/23 Noon</b>	12/20/23	12/20	12/22/23
BW-01	12/18/23	- 12/31/23	Jan	12/29	1/02/24 8 AM	1/02/24 Noon	01/03/24	1/4	01/05/24
BW-02	01/01/24	- 01/14/24	Jan	1/12	1/16/24 8 AM	1/16/24 Noon	01/17/24	1/18	01/19/24
BW-03	01/15/24	- 01/28/24	Feb	1/26	1/29	1/30	01/31/24	2/1	02/02/24
BW-04	01/29/24	- 02/11/24	Feb	2/9	2/12	2/13	02/14/24	2/15	02/16/24
BW-05	02/12/24	- 02/25/24	Mar	2/23	2/26	2/27	02/28/24	3/1	03/01/24
BW-06	02/26/24	- 03/10/24	Mar	3/8	3/11	3/12	03/13/24	3/14	03/15/24
BW-07	03/11/24	- 03/24/24	OMIT	3/22	3/25	3/26/24 Noon	03/26/24	3/28	03/29/24

\* Note: Regular payroll processing may be affected by Holiday schedules. Please note changes in **BOLD** and approve timecards at the end of the workweek. If employees will work over the holiday weekend, please be sure timecards are approved and ready for sign-off by the date and time given.