



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

Biweekly Pay Groups

Hourly Employees
Student Assistants
Federal Work Study

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 10:00 am	Pay Date
Dec 25 – Jan 7	Jan 3, 2023	Jan 9, 2023	Jan 13, 2023
Jan 8 - Jan 21	Jan 17, 2023	Jan 23, 2023	Jan 27, 2023
Jan 22 – Feb 4	Jan 31, 2023	Feb 6, 2023	Feb 10, 2023
Feb 5 -Feb 18	Feb 14, 2023	Feb 20, 2023	Feb 24, 2023
Feb 19 – Mar 4	Feb 28, 2023	Mar 6, 2023	Mar 10, 2023
Mar 5 - Mar 18	Mar 14, 2023	Mar 20, 2023	Mar 24, 2023
Mar 19 – Apr 1	Mar 28, 2023	Apr 3, 2023	Apr 7, 2023
Apr 2 - Apr 15	Apr 11, 2023	Apr 17, 2023	Apr 21, 2023
Apr 16 – Apr 29	Apr 25, 2023	May 1, 2023	May 5, 2023
Apr 30 - May 13	May 9, 2023	May 15, 2023	May 19, 2023
May 14 – May 27	May 22, 2023	May 26, 2023*	Jun 2, 2023
May 28 – Jun 10	Jun 6, 2023	Jun 12, 2023	Jun 16, 2023
Jun 11 - Jun 24	Jun 20, 2023	Jun 26, 2023	Jun 30, 2023
Jun 25 – Jul 8	Jul 3, 2023	Jul 10, 2023	Jul 14, 2023
Jul 9 - Jul 22	Jul 18, 2023	Jul 24, 2023	Jul 28, 2023
Jul 23 – Aug 5	Aug 1, 2023	Aug 7, 2023	Aug 11, 2023
Aug 6 - Aug 19	Aug 15, 2023	Aug 21, 2023	Aug 25, 2023
Aug 20 – Sep 2	Aug 28, 2023	Sep 1, 2023*	Sep 8, 2023
Sep 3 - Sep 16	Sep 12, 2023	Sep 18, 2023	Sep 22, 2023
Sep 17 – Sep 30	Sep 26, 2023	Oct 2, 2023	Oct 6, 2023
Oct 1 – Oct 14	Oct 10, 2023	Oct 16, 2023	Oct 20, 2023
Oct 15 - Oct 28	Oct 24, 2023	Oct 30, 2023	Nov 3, 2023
Oct 29 - Nov 11	Nov 7, 2023	Nov 13, 2023	Nov 17, 2023
Nov 12 – Nov 25	Nov 17, 2023	Nov 27, 2023	Dec 1, 2023
Nov 26 – Dec 9	Dec 5, 2023	Dec 11, 2023	Dec 15, 2023
Dec 10 – Dec 23	Dec 15, 2023	Dec 21, 2023*	Dec 29, 2023

Payroll Services

Email - Payroll@Kennesaw.edu

Phone (470) 578-6019 Fax (470) 578-9176

This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting [Payroll Services](#)



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Annual Payroll Schedule

12 Month Pay Groups

Twelve Month Faculty
Salaried Administrators and Staff

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2023	Jan 9, 2023	Jan 11, 2023	Jan 13, 2023	Jan 31, 2023
Feb 2023	Feb 7, 2023	Feb 9, 2023	Feb 13, 2023	Feb 28, 2023
Mar 2023	Mar 16, 2023	Mar 20, 2023	Mar 22, 2023	Mar 31, 2023
Apr 2023	Apr 13, 2023	Apr 17, 2023	Apr 19, 2023	Apr 28, 2023
May 2023	May 15, 2023	May 17, 2023	May 19, 2023	May 31, 2023
Jun 2023	Jun 12, 2023	Jun 14, 2023	Jun 16, 2023	Jun 30, 2023
Jul 2023	Jul 11, 2023	Jul 13, 2023	Jul 17, 2023	Jul 31, 2023
Aug 2023	Aug 16, 2023	Aug 18, 2023	Aug 22, 2023	Aug 31, 2023
Sep 2023	Sep 14, 2023	Sep 18, 2023	Sep 20, 2023	Sep 29, 2023
Oct 2023	Oct 16, 2023	Oct 18, 2023	Oct 20, 2023	Oct 31, 2023
Nov 2023	Nov 10, 2023	Nov 14, 2023	Nov 16, 2023	Nov 30, 2023
Dec 2023	Dec 8, 2023	Dec 12, 2023	Dec 14, 2023	Dec 29, 2023

10 Month Pay Groups

Ten Month Faculty
Graduate Assistants
Part-time Faculty

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2023	Jan 9, 2023	Jan 11, 2023	Jan 13, 2023	Jan 31, 2023
Feb 2023	Feb 7, 2023	Feb 9, 2023	Feb 13, 2023	Feb 28, 2023
Mar 2023	Mar 16, 2023	Mar 20, 2023	Mar 22, 2023	Mar 31, 2023
Apr 2023	Apr 13, 2023	Apr 17, 2023	Apr 19, 2023	Apr 28, 2023
May 2023	May 15, 2023	May 17, 2023	May 19, 2023	May 31, 2023
Jun 2023	See Summer Faculty Payroll Schedule			
Jul 2023				
Aug 2023	Aug 16, 2023	Aug 18, 2023	Aug 22, 2023	Aug 31, 2023
Sep 2023	Sep 14, 2023	Sep 18, 2023	Sep 20, 2023	Sep 29, 2023
Oct 2023	Oct 16, 2023	Oct 18, 2023	Oct 20, 2023	Oct 31, 2023
Nov 2023	Nov 10, 2023	Nov 14, 2023	Nov 16, 2023	Nov 30, 2023
Dec 2023	Dec 8, 2023	Dec 12, 2023	Dec 14, 2023	Dec 29, 2023

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Annual Payroll Schedule

Summer Faculty Pay Schedule

Payroll Period	Session	Paycheck Issue Date
Maymester 2023	Summer Session I	May 31, 2023
June 2023	Summer Session I	Jun 30, 2023
July 2023	Summer Session II	Jul 31, 2023

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