

# City of Flagstaff Payroll/Human Resources Calendar for Fiscal Year 2022-2023

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10		12	13	14	15	16
17	18	19	20	21	22	23
24		26	27	28	29*	30
31						

August 2022

S	M	T	W	T	F	S
					5	6
7		9	10	11	12	13
14	15	16	17	18	19	20
21		23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5		7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2022

S	M	T	W	T	F	S
					4	5
6	7	8	9	10	11	12
13		15	16	17*	18	19
20	21	22	23	24	25	26
27		29	30			

December 2022

S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25	26		28	29	30*	31

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8		10	11	12	13	14
15	16	17	18	19	20	21
22		24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	T	F	S
					3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20		22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
					3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	T	F	S
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29		31			

June 2023

S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30*	

- = PAFs due & pay date
- = PAFs Due Early
- = Timesheets due
- = Timesheets Due Early
- = Holiday
- = Holiday (observed)
- = Paycheck without Deductions
- = New Employee Orientation

### Holidays

- July 4th ----- Independence Day
- September 5th ----- Labor Day
- November 11th ----- Veterans Day
- November 24th & 25th ----- Thanksgiving
- December 25th ----- Christmas Day  
(Observed Monday 12/26)
- January 1st ----- New Year's Day  
(Observed Monday 01/02)
- January 16th ----- Martin Luther King Jr. Day
- February 20th ----- Presidents Day
- May 29th ----- Memorial Day

A tenure-eligible (part-time and full-time) and exempt employee's hire date should be the date of orientation. A temporary employee's new hire date should be the first week of a pay period after they complete their paperwork.

**PAYROLL SCHEDULE – TIME SHEETS FY 2022/2023**

<b>FIRE FLSA START DATE</b>	<b>PAY PERIOD</b>	<b>DUE</b>	<b>PAYDAY</b>	<b>PP#</b>	<b>HOLIDAYS</b>
June 12	June 12 – June 25	June 24	July 1	<b>13</b>	July 4, Independence Day
June 26	June 26 – July 9	July 8	July 15	<b>14</b>	
July 10	July 10 – July 23	July 22	<b>July 29 (F)</b>	<b>15</b>	September 5, Labor Day
July 24	July 24 – Aug 6	August 5	August 12	<b>16</b>	November 11, Veterans Day
August 7	Aug 7 – Aug 20	August 19	August 26	<b>17</b>	November 24 & 25, Thanksgiving Day
August 21	Aug 21 – Sept 3	<b>September 1 •</b>	September 9	<b>18</b>	December 25, Christmas Day <i>(observed Monday, 12/26)</i>
September 4	Sept 4 – Sept 17	September 16	September 23	<b>19</b>	
September 18	Sept 18 – Oct 1	September 30	October 7	<b>20</b>	January 1, New Year’s Day <i>(observed Monday, 1/2)</i>
October 2	Oct 2 – Oct 15	October 14	October 21	<b>21</b>	
October 16	Oct 16 – Oct 29	October 28	November 4	<b>22</b>	January 16, Martin Luther King Jr. Day
October 30	Oct 30- Nov 12	<b>November 10 •</b>	November 18	<b>23</b>	February 20, Presidents Day
November 13	Nov 13 – Nov 26	<b>November 23 •</b>	December 2	<b>24</b>	May 29, Memorial Day
November 27	Nov 27- Dec 10	December 9	December 16	<b>25</b>	Floating Holiday
December 11	Dec 11- Dec 24	<b>December 22 •</b>	<b>December 30 (F)</b>	<b>26</b>	
December 25	Dec 25 – Jan 7	January 6	January 13	<b>1</b>	
January 8	Jan 8 – Jan 21	January 20	January 27	<b>2</b>	
January 22	Jan 22 – Feb 4	February 3	February 10	<b>3</b>	
February 5	Feb 5 – Feb 18	<b>February 16 •</b>	February 24	<b>4</b>	
February 19	Feb 19 – Mar 4	March 3	March 10	<b>5</b>	
March 5	Mar 5 – Mar 18	March 17	March 24	<b>6</b>	
March 19	Mar 19 – Apr 1	March 31	April 7	<b>7</b>	
April 2	Apr 2 – Apr 15	April 14	April 21	<b>8</b>	
April 16	Apr 16 – Apr 29	April 28	May 5	<b>9</b>	
April 30	Apr 30 – May 13	May 12	May 19	<b>10</b>	
May 14	May 14 – May 27	<b>May 25 •</b>	June 2	<b>11</b>	
May 28	May 28 – June 10	June 9	June 16	<b>12</b>	
June 11	June 11- June 24	<b>June 23</b>	<b>June 30 (F)</b>	<b>13</b>	

• Time sheets due early because of holiday

(F) Free paycheck