



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

2022-23 ACADEMIC CALENDAR

| <u>2-Week Pay Period</u> | <u>e-PAS Due</u> | <u>Timesheet Due</u> | <u>Pay date</u> | <u>Pay Cycle</u> |
|-----------------------------------|------------------|----------------------|-----------------|----------------------|
| Fall Semester – 9.5 Pays | | | | |
| 08/14/22 - 08/27/22 | *08/12/22 | 08/29/22 | 09/02/22 | 218 |
| 08/28/22 - 09/10/22 | 08/26/22 | 09/12/22 | 09/16/22 | 219 |
| 09/11/22 - 09/24/22 | 09/09/22 | 09/26/22 | 09/30/22 | 220 |
| 09/25/22 - 10/08/22 | 09/23/22 | 10/10/22 | 10/14/22 | 221 |
| 10/09/22 - 10/22/22 | 10/07/22 | 10/24/22 | 10/28/22 | 222 |
| 10/23/22 - 11/05/22 | 10/21/22 | *11/04/22 | 11/10/22 | 223 |
| 11/06/22 - 11/19/22 | 11/04/22 | *11/18/22 | 11/25/22 | 224 |
| 11/20/22 - 12/03/22 | 11/18/22 | 12/05/22 | 12/09/22 | 225 |
| 12/04/22 - 12/17/22 | 12/02/22 | 12/19/22 | 12/23/22 | 226 |
| 12/18/22 - 12/24/22 | *12/09/22 | **12/21/22 | 01/06/23 | 201 Split Pay Period |
| Spring Semester – 9.5 Pays | | | | |
| 12/25/22 - 12/31/22 | *12/09/22 | **12/21/22 | 01/06/23 | 201 Split Pay Period |
| 01/01/23 - 01/14/23 | *01/03/23 | *01/13/23 | 01/20/23 | 202 |
| 01/15/23 - 01/28/23 | 01/13/23 | 01/30/23 | 02/03/23 | 203 |
| 01/29/23 - 02/11/23 | 01/27/23 | 02/13/23 | 02/17/23 | 204 |
| 02/12/23 - 02/25/23 | 02/10/23 | 02/27/23 | 03/03/23 | 205 |
| 02/26/23 - 03/11/23 | 02/24/23 | 03/13/23 | 03/17/23 | 206 |
| 03/12/23 - 03/25/23 | 03/10/23 | 03/27/23 | 03/31/23 | 207 |
| 03/26/23 - 04/08/23 | 03/24/23 | 04/10/23 | 04/14/23 | 208 |
| 04/09/23 - 04/22/23 | 04/07/23 | 04/24/23 | 04/28/23 | 209 |
| 04/23/23 - 05/06/23 | 04/21/23 | 05/08/23 | 05/12/23 | 210 |
| Summer Semester – 7 Pays | | | | |
| 05/07/23 - 05/20/23 | *04/28/23 | 05/22/23 | 05/26/23 | 211 |
| 05/21/23 - 06/03/23 | 05/19/23 | 06/05/23 | 06/09/23 | 212 |
| 06/04/23 - 06/17/23 | 06/02/23 | *06/16/23 | 06/23/23 | 213 |
| 06/18/23 - 07/01/23 | 06/16/23 | *06/30/23 | 07/07/23 | 214 |
| 07/02/23 - 07/15/23 | 07/30/23 | 07/17/23 | 07/21/23 | 215 |
| 07/16/23 - 07/29/23 | 07/14/23 | 07/31/23 | 08/04/23 | 216 |
| 07/30/23 - 08/12/23 | 07/28/23 | 08/14/23 | 08/18/23 | 217 |

* **Earlier submission of e-PAS forms or time sheets requested due to new semester or holiday observance.**

** ODURF/ODU is CLOSED Friday 12/23/22 through Monday 01/02/23.

- **We MUST have the time sheets by 10 AM on for Wednesday, December 21, 2022 for the 12/18/22 - 12/31/22 pay period BEFORE Winter Break. You may estimate your time for the week to process payroll for the 1/6/2023 pay date. Any corrections may be made on the following pay period (pay date 01/20/23).**
- **Please submit e-pas no later than Friday, December 09, 2022, for pay periods through January 6, 2023.**
- **Please submit e-pas no later than Tuesday, January 3, 2023, for the pay period paid on January 20, 2023.**

Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.