

2023 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due Thursdays	Payday Thursdays
1	January 1 – January 12	January 12	January 19
2	January 13 – January 26	January 26 - CSEP	February 2
3	January 27– February 9	February 9	February 16
4	February 10– February 23	February 23 - CSEP	March 2
5	February 24 – March 9	March 9	March 16
6	March 10 – March 23	March 23 - CSEP	March 30
7	March 24 – April 6th	April 6	April 13
8	April 7 – April 20	April 20 - CSEP	April 27
9	April 21 – May 4	May 4	May 11
10	May 5 – May 18	May 18 - CSEP	May 25
11	May 19 – June 1	June 1	June 8
12	June 2 – June 15	June 15- CSEP	June 22
13	June 16 – June 22	June 22 – Last wioA & CSEP Payroll for 2022-2023	June 29
14	June 23 – July 6	July 6	July 13
15	July 7 – July 20	July 21 - CSEP	July 27
16	July 21 – August 3	August 3	August 10
17	August 4– August 17	August 17 - CSEP	August 24
18	August 18 – August 31	August 31	September 7
19	September 1 – September 14	September 14	September 21
20	September 15 – September 28	September 28 - CSEP	October 5
21	September 29 – October 12	October 12	October 19
22	October 13 – October 26	October 26 - CSEP	November 2
23	October 27 – November 9	November 9	November 16
24	November 10 – November 23	November 23 - CSEP	November 30
25	November 24 – December 7	December 7 - CSEP	December 15
25a	December 8 - December 14	December 14	December 22
26	December 15 – December 28	December 28	January 4, 2024

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: Payroll.cinow@gmail.com and your Career Mentor/Job Coach on the last day of the pay period by 5 p.m.
- Hours that are not submitted by the Timesheet Due Date will need to have Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.