



**MONTHLY ONE TIME PAY TOOL SCHEDULE - 2023**  
v1 (12/22/22)

Pay Cycle	Pay Period Begin Date	Pay Period End Date	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45pm	Pay Confirm (After 4pm)	Check Date	
MO	12-01-22	12-31-22	Fri 12-16-22	Mon 12-19-22	Tue 12-20-22	Tue 12-27-22	Mon 01-03-23	
MO	01-01-23	01-31-23	Fri 01-20-23	Mon 01-23-23	Tue 01-24-23	Wed 01-25-23	Wed 02-01-23	
MO	02-01-23	02-28-23	Wed 02-15-23	Thu 02-16-23	Fri 02-17-23	Wed 02-22-23	Wed 03-01-23	
MO	03-01-23	03-31-23	Tue 03-21-23	Wed 03-22-23	Thu 03-23-23	Fri 03-24-23	Thu 03-30-23	
MO	04-01-23	04-30-23	Wed 04-19-23	Thu 04-20-23	Fri 04-21-23	Tue 04-25-23	Mon 05-01-23	
MO	05-01-23	05-31-23	Mon 05-22-23	Tue 05-23-23	Wed 05-24-23	Fri 05-26-23	Thu 06-01-23	
MO	06-01-23	06-30-23	Tue 06-20-23	Wed 06-21-23	Thu 06-22-23	Mon 06-26-23	Fri 06-30-23	
MO	07-01-23	07-31-23	Fri 07-21-23	Mon 07-24-23	Tue 07-25-23	Wed 07-26-23	Tue 08-01-23	
MO	08-01-23	08-31-23	Tue 08-22-23	Wed 08-23-23	Thu 08-24-23	Mon 08-28-23	Fri 09-01-23	
MO	09-01-23	09-30-23	Tue 09-19-23	Wed 09-20-23	Thu 09-21-23	Mon 09-25-23	Fri 09-29-23	
MO	10-01-23	10-31-23	Fri 10-20-23	Mon 10-23-23	Tue 10-24-23	Thu 10-26-23	Wed 11-01-23	
MO	11-01-23	11-30-23	Fri 11-17-23	Mon 11-20-23	Tue 11-21-23	Mon 11-27-23	Fri 12-01-23	
MO	12-01-23	12-31-23	Mon 12-19-22	Wed 12-20-23	Thu 12-21-23	Wed 12-27-23	Tue 01-02-24	
<i>Please note: Pay Period Begin &amp; End Dates are synced with UCPATH Pay Period Dates.</i>								