

Pay Period Record Schedule - 2023

Pay Period Start	Pay Period Ends	Timesheet Due	Pay Date	HOLIDAYS	
01/01/2023	01/14/2023	01/16/2023	1.20.23	Monday, 1/02/2023	New Year's Day
01/15/2023	01/28/2023	01/30/2023	2.3.23	Monday, 1/16/2023	Martin Luther King, Jr.
01/29/2023	02/11/2023	02/13/2023	2.17.23		
02/12/2023	02/25/2023	02/27/2023	3.3.23	Monday 02/20/2023	Washington's Birthday
02/26/2023	03/11/2023	03/13/2023	3.17.23		
03/12/2023	03/25/2023	03/27/2023	3.31.23		
03/26/2023	04/08/2023	04/10/2023	4.14.23		
04/09/2023	04/22/2023	04/24/2023	4.28.23		
04/23/2023	05/06/2023	05/08/2023	5.12.23		
05/07/2023	05/20/2023	05/22/2023	5.26.23		
05/21/2023	06/03/2023	06/05/2023	6.9.23	Monday 05/29/2023	Memorial Day
06/04/2023	06/17/2023	06/16/2023	6.23.23		
06/18/2023	07/01/2023	06/30/2023	7.7.23	Monday 06/19/2023	Juneteenth Independence Day
07/02/2023	07/15/2023	07/17/2023	7.21.23	Tuesday 07/04/2023	Independence Day
07/16/2023	07/29/2023	07/31/2023	8.4.23		
07/30/2023	08/12/2023	08/14/2023	8.18.23		
08/13/2023	08/26/2023	08/28/2023	9.1.23		
08/27/2023	09/09/2023	09/11/2023	9.15.23	Monday 09/04/2023	Labor Day
09/10/2023	09/23/2023	09/25/2023	9.29.23		
09/24/2023	10/07/2023	10/06/2023	10.13.23		
10/08/2023	10/21/2023	10/23/2023	10.27.23	Monday 10/09/2023	Columbus Day
10/22/2023	11/04/2023	11/06/2023	11.10.23		
11/05/2023	11/18/2023	11/20/2023	11.24.23	Friday 11/10/2023	Veterans Day
11/19/2023	12/02/2023	12/04/2023	12.8.23	Thursday 11/23/2023	Thanksgiving Day
12/03/2023	12/16/2023	12/15/2023	12.22.23		
12/17/2023	12/30/2023	12/29/2023	1.6.24	Monday 12/25/2023	Christmas

All CARES employees are reminded that if you work 7 ½ hours or longer you must take a 30 minute **without pay** lunch period which should begin no later than 5 hours after the start of your workday. This 30-minute unpaid lunch period must be included in the calculation of your hours each day. If you work 7 ½ hours or longer per day and do not record a 30-minute lunch period on your timesheet, 30 minutes will be deducted from the total hours worked each day.

- Please note dates above when timesheets are due in the CARES Office. Timesheets must be submitted no later than 10:00am on the date due.
- **When a Holiday falls on a Monday, timesheets are due the previous Friday no later than 11:00 am**
- It is your responsibility to secure your supervisor's signature.
- In the case of VA employees, it is your responsibility and that of your supervisor to assure, document and certify the hours being worked for CARES are separate and distinct from those worked for the VA.
- Should you have any questions, please contact me by email: Celia Vega (celia.vega@va.gov)
- **When submitting timesheets via email, please also cc: April Morales (april.morales@va.gov)**