

Payroll Schedule

The following is the tentative 2023 payroll schedule. Please note this schedule is subject to change at KPI, Inc. discretion.

Week Actually Worked	Day time Sheet is Due to Office (Due Wednesdays by 12:00PM - noon)	Date Time Sheet Will be Paid Paychecks are Deposited on Tuesdays
01/01/23 - 01/07/23	01/11/23	01/17/23
01/08/23 - 01/14/23	01/19/23 (Thursday)	01/24/23
01/15/23 - 01/21/23	01/25/23	01/31/23
01/22/23 - 01/28/23	02/01/23	02/07/23
01/29/23 - 02/04/23	02/08/23	02/14/23
02/05/23 - 02/11/23	02/15/23	02/21/23
02/12/23 - 02/18/23	02/23/23 (Thursday)	02/28/23
02/19/23 - 02/25/23	03/01/23	03/07/23
02/26/23 - 03/04/23	03/08/23	03/14/23
03/05/23 - 03/11/23	03/15/23	03/21/23
03/12/23 - 03/18/23	03/22/23	03/28/23
03/19/23 - 03/25/23	03/29/23	04/04/23
03/26/23 - 04/01/23	04/05/23	04/11/23
04/02/23 - 04/08/23	04/12/23	04/18/23
04/09/23 - 04/15/23	04/19/23	04/25/23
04/16/23 - 04/22/23	04/26/23	05/02/23
04/23/23 - 04/29/23	05/03/23	05/09/23
04/30/23 - 05/06/23	05/10/3	05/16/23
05/07/23 - 05/13/23	05/17/23	05/23/23
05/14/23 - 05/20/23	05/24/23	05/30/23
05/21/23 - 05/27/23	06/01/23 (Thursday)	06/06/23
05/28/23 - 06/03/23	06/07/23	06/13/23
06/04/23 - 06/10/23	06/14/23	06/20/23
06/11/23 - 06/17/23	06/22/23 (Thursday)	06/27/23
06/18/23 - 06/24/23	06/28/23	07/04/23

06/25/23 - 07/01/23	07/06/23 (Thursday)	07/11/23
07/02/23 - 07/08/23	07/12/23	07/18/23
07/09/23 - 07/15/23	07/19/23	07/25/23
07/16/23 - 07/22/23	07/26/23	08/01/23
07/23/23 - 07/29/23	08/02/23	08/08/23
07/30/23 - 08/05/23	08/09/23	08/15/23
08/06/23 - 08/12/23	08/16/23	08/22/23
08/13/23 - 08/19/23	08/23/23	08/29/23
08/20/23 - 08/26/23	08/30/23	09/05/23
08/27/23 - 09/02/23	09/07/23 (Thursday)	09/12/23
09/03/23 - 09/09/23	09/13/23	09/19/23
09/10/23 - 09/16/23	09/20/23	09/26/23
09/17/23 - 09/23/23	09/27/23	10/03/23
09/24/23 - 09/30/23	10/04/23	10/10/23
10/01/23 - 10/07/23	10/12/23 (Thursday)	10/17/23
10/08/23 - 10/14/23	10/18/23	10/24/23
10/15/23 - 10/21/23	10/25/23	10/31/23
10/22/23 - 10/28/23	11/01/23	11/07/23
10/29/23 - 11/04/23	11/08/23	11/14/23
11/05/23 - 11/11/23	11/15/23	11/21/23
11/12/23 - 11/18/23	11/22/23	11/28/23
11/19/23 - 11/25/23	11/29/23	12/05/23
11/26/23 - 12/02/23	12/06/23	12/12/23
12/03/23 - 12/09/23	12/13/23	12/19/23
12/10/23 - 12/16/23	12/20/23	12/26/23
12/17/23 - 12/23/23	12/27/23	01/02/24
12/24/23 - 12/30/23	01/04/24 (Thursday)	01/09/24
12/31/23 - 01/06/24	01/11/24 (Thursday)	01/16/24

PLEASE NOTE THE SPECIFIC HOLIDAY INFORMATION LISTED BELOW:

During holidays, KPI, Inc. makes every attempt to process payroll as efficiently as possible; however, it is the employee's responsibility to make sure their timesheets are due to KPI, Inc. by the deadlines listed above.

On holidays that fall on Monday's, KPI, Inc. will accept timesheets through Thursdays, but KPI, Inc. does encourage employees to be aware of these holidays and that sheets may come into the office after the payroll deadline. If this occurs, the employee's timesheet will be held until the following payroll cycle.

Please be mindful of the holidays, as it is the employee's responsibility to make sure their timesheets are due to KPI, Inc. by the deadlines listed above. KPI, Inc. cannot make exceptions to late payroll sheets.

*There is no mail on the following Days in 2023:

1/16/23 – Martin Luther King Jr. Birthday

2/20/23 – President's Day

5/29/23 – Memorial Day

6/19/23 – Juneteenth National Independence Day

7/4/23 – Independence Day

9/4/23 – Labor Day

10/9/23 – Columbus Day

11/11/23 – Veterans Day

11/23/23 – Thanksgiving Day

12/25/23 – Christmas Day

Please plan accordingly.

Reminder:

Emailed timesheets are due Tuesdays by noon (12:00 pm) and original time sheets are to be US Mailed or dropped in the timesheet box at 139 E. Wisconsin Ave, Oconomowoc, WI 53066 and must be in to the office by every Wednesday by noon (12:00 pm). **There are no exceptions to this.**

This is a tentative 2023 payroll schedule. Please note this schedule is subject to change at KPI, Inc. discretion.

If you have any questions on payroll, please contact KPI, Inc.

Thank you,
KPI, Inc.

Phone: 414-333-3984 ext. 104