

# Unified Services I, Inc.

*"Your Employee Leasing & Payroll Specialist"*

## 2023

# Payroll Calendar

## 623-583-0113

**Email: [Unifiedservices@azatwork.com](mailto:Unifiedservices@azatwork.com)**

**Website: [lennyletcher.com](http://lennyletcher.com)**

**Hours are due by 11 a.m. Monday**

# January 2023

**Unified Services I, Inc.**

E-mail:

Unifiedservices@azatwork.com

**P.O. Box 1400**

**Surprise, AZ 85378-1400**

**Phone:**

**623-583-0113**

**Fax:**

**623-583-4451**

**We offer our  
co-employer:**

**Direct Deposit  
Income Tax Services  
Simple IRA**

**Note:**

**Payroll period ends Sun-  
day Payday is Friday.**

**ACH collection is always  
Thursday, except for  
those days the bank is  
closed, which moves ACH  
process ahead one day.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <b>NEW YEAR'S DAY</b>	2 Weekly Payroll Due 11 a.m.	3	4	5 ACH Due	6	7
Week 1						
8 End of Bi-Weekly Pay Period	9 Bi-Weekly Payroll Due 11 a.m.	10	11	12 ACH DUE	13 Bi-Weekly Payroll	14
Week 2						
15	16 <b>MLK DAY</b> Weekly Payroll Due 11 a.m.	17	18	19 ACH DUE	20	21
Week 3						
22 End of Bi-Weekly Pay Period	23 Bi-Weekly Payroll Due 11 a.m.	24	25	26 ACH DUE	27 Bi-Weekly Payroll	28
Week 4						
29	30 Weekly Payroll Due 11 a.m.	31		ACH DUE		
Week 5						

# February 2023

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	Weekly Payroll Due 11 a.m.		1	2 ACH DUE	3	4
Week 5						
5 End of Bi-Weekly Pay Period Week 6	6 Bi-Weekly Payroll Due 11 a.m.	7	8	9 ACH DUE	10 Bi-Weekly Payroll	11
12	13 Weekly Payroll Due 11 a.m.	14 VALENTINES DAY	15	16 ACH DUE	17	18
Week 7						
19 End of Bi-Weekly Pay Period	20 PRESIDENTS DAY Bi-Weekly Payroll Due 11 a.m.	21	22	23 ACH DUE	24 Bi-Weekly Payroll	25
Week 8						
26	27 Weekly Payroll Due 11 a.m.	28		ACH DUE		
Week 9						

# March 2023

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 9	Weekly Payroll Due 11 a.m.		1	2 ACH DUE	3	4
5 End of Bi-Weekly Pay Period Week 10	6 Bi-Weekly Payroll Due 11 a.m.	7	8	9 ACH DUE	10 Bi-Weekly Payroll	11
12 Week 11	13 Weekly Payroll Due 11 a.m.	14	15	16 ACH DUE	17 SAINT PATRICKS DAY	18
19 End of Bi-Weekly Pay Period Week 12	20 Bi-Weekly Payroll Due 11 a.m.	21	22	23 ACH DUE	24 Bi-Weekly Payroll	25
26 Week 13	27 Weekly Payroll Due 11 a.m.	28	29	30 ACH DUE	31	

# April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Weekly Payroll Due 11 a.m.			ACH DUE		1
Week 13						
2 End of Bi-Weekly Pay Period	3 Bi-Weekly Payroll Due 11 a.m.	4	5	6 ACH DUE	7 Bi-Weekly Payroll	8
Week 14						
9 EASTER	10 Weekly Payroll Due 11 a.m.	11	12	13 ACH DUE	14	15
Week 15						
16 End of Bi-Weekly Pay Period	17 Bi-Weekly Payroll Due 11 a.m.	18 TAX DAY	19	20 ACH DUE	21 Bi-Weekly Payroll	22
Week 16						
23	24 Weekly Payroll Due 11 a.m.	25	26	27 ACH DUE	28	29
Week 17						
30 End of Bi-Weekly Pay Period	Bi-Weekly Payroll Due 11 a.m.			ACH DUE	Bi-Weekly Payroll	
Week 18						

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# May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>End of Bi-Weekly Pay Period</p> <p>Week 18</p>	<p>1</p> <p>Bi-Weekly Payroll Due 11 a.m.</p>	2	3	<p>4</p> <p>ACH DUE</p>	<p>5</p> <p>CINCO DE MAYO</p> <p>Bi-Weekly Payroll</p>	6
<p>7</p> <p>Week 19</p>	<p>8</p> <p>Weekly Payroll Due 11 a.m.</p>	9	10	<p>11</p> <p>ACH DUE</p>	12	13
<p>14</p> <p>MOTHERS DAY</p> <p>End of Bi-Weekly Pay Period</p> <p>Week 20</p>	<p>15</p> <p>Bi-Weekly Payroll Due 11a.m.</p>	16	17	<p>18</p> <p>ACH DUE</p>	<p>19</p> <p>Bi-Weekly Payroll</p>	20
<p>21</p> <p>Week 21</p>	<p>22</p> <p>Weekly Payroll Due 11 a.m.</p>	23	24	<p>25</p> <p>ACH DUE</p>	26	27
<p>28</p> <p>End of Bi-Weekly Pay Period</p> <p>Week 22</p>	<p>29</p> <p>MEMORIAL DAY</p> <p>Bi-Weekly Payroll Due 11 a.m.</p> <p>OFFICE CLOSED</p>	30	31	<p>ACH DUE</p>	<p>Bi-Weekly Payroll</p>	

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# June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>End of Bi-Weekly Pay Period</p> <p>Week 22</p>	<p><b>MEMORIAL DAY</b></p> <p>Bi-Weekly Payroll Due 11 a.m.</p> <p><b>OFFICE CLOSED</b></p>			<p>1</p> <p>ACH DUE</p>	<p>2</p> <p>Bi-Weekly Payroll</p>	<p>3</p>
<p>4</p> <p>Week 23</p>	<p>5</p> <p>Weekly Payroll Due 11 a.m.</p>	<p>6</p>	<p>7</p>	<p>8</p> <p>ACH DUE</p>	<p>9</p>	<p>10</p>
<p>11</p> <p>End of Bi-Weekly Pay Period</p> <p>Week 24</p>	<p>12</p> <p>Bi-Weekly Payroll Due 11 a.m.</p>	<p>13</p>	<p>14</p>	<p>15</p> <p>ACH DUE</p>	<p>16</p> <p>Bi-Weekly Payroll</p>	<p>17</p>
<p>18</p> <p><b>FATHERS DAY</b></p> <p>Week 25</p>	<p>19</p> <p>Weekly Payroll Due 11 a.m.</p>	<p>20</p>	<p>21</p>	<p>22</p> <p>ACH DUE</p>	<p>23</p>	<p>24</p>
<p>25</p> <p>End of Bi-Weekly Pay Period</p> <p>Week 26</p>	<p>26</p> <p>Bi-Weekly Payroll Due 11 a.m.</p>	<p>27</p>	<p>28</p>	<p>29</p> <p>ACH DUE</p>	<p>30</p> <p>Bi-Weekly Payroll</p>	

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# July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
End of Bi-Weekly Pay Period Week 26	Bi-Weekly Payroll Due 11 a.m.			ACH DUE	Bi-Weekly Payroll	1
2 Week 27	3 Weekly Payroll Due 11 a.m.	4 INDEPENDENCE DAY OFFICE CLOSED	5	6 ACH DUE	7	8
9 End of Bi-Weekly Pay Period Week 28	10 Bi-Weekly Payroll Due 11 a.m.	11	12	13 ACH DUE	14 Bi-Weekly Payroll	15
16 Week 29	17 Weekly Payroll Due 11 a.m.	18	19	20 ACH DUE	21	22
23 End of Bi-Weekly Pay Period Week 30	24 Bi-Weekly Payroll Due 11 a.m.	25	26	27 ACH DUE	28 Bi-Weekly Payroll	29
30 Week 31	31 Weekly Payroll Due 11 a.m.			ACH DUE		

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# August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 31	Weekly Payroll Due 11 a.m.	1	2	3 ACH DUE	4	5
6 End of Bi-Weekly Pay Period Week 32	7 Bi-Weekly Payroll Due 11 a.m.	8	9	10 ACH DUE	11 Bi-Weekly Payroll	12
13 Week 33	14 Weekly Payroll Due 11 a.m.	15	16	17 ACH DUE	18	19
20 End of Bi-Period Pay Period Week 34	21 Bi-Weekly Payroll Due 11 a.m.	22	23	24 ACH DUE	25 Bi-Weekly Payroll	26
27 Week 35	28 Weekly Payroll Due 11 a.m.	29	30	31 ACH DUE		

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Weekly Payroll Due 11 a.m.			ACH DUE	1	2
Week 35						
3 End of Bi-Weekly Pay Period	4 <b>LABOR DAY</b>  <b>OFFICE CLOSED</b>	5 Bi-Weekly Payroll Due 11 a.m.	6	7 ACH DUE	8 Bi-Weekly Payroll	9
Week 36						
10	11 Weekly Payroll Due 11 a.m.	12	13	14 ACH DUE	15	16
Week 37						
17 End of Bi-Weekly Pay Period	18 Bi-Weekly Payroll Due 11 a.m.	19	20	21 ACH DUE	22 Bi-Weekly Payroll	23
Week 38						
24	25 Weekly Payroll Due 11 a.m.	26	27	28 ACH DUE	29	30
Week 39						

# October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 End of Bi-Weekly Pay Period Week 40	2 Bi-Weekly Payroll Due 11 a.m.	3	4	5 ACH DUE	6 Bi-Weekly Payroll	7
8 Week 41	9 COLUMBUS DAY Weekly Payroll Due 11 a.m.	10	11	12 ACH DUE	13	14
15 End of Bi-Weekly Pay Period Week 42	16 Bi-Weekly Payroll Due 11 a.m.	17	18	19 ACH DUE	20 Bi-Weekly Payroll	21
22 Week 43	23 Weekly Payroll Due 11 a.m.	24	25	26 ACH DUE	27	28
29 End of Bi-Weekly Pay Period Week 44	30 Bi-Weekly Payroll Due 11 a.m.	31 HALLOWEEN		ACH DUE	Bi-Weekly Payroll	

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End of Bi-Weekly Pay Period Week 44	Bi-Weekly Payroll Due 11 a.m.		1	2 ACH DUE	3 Bi-Weekly Payroll	4
5	6 Weekly Payroll Due 11 a.m.	7	8	9 ACH DUE	10	11 VETERANS DAY
12 End of Bi-Weekly Pay Period Week 46	13 Bi-Weekly Payroll Due 11 a.m.	14	15	16 ACH DUE	17 Bi-Weekly Payroll	18
19	20 Weekly Payroll Due 11 a.m.	21	22 ACH DUE	23 THANKSGIVING DAY OFFICE CLOSED	24 OFFICE CLOSED	25
26 End of Bi-Weekly Pay Period Week 48	27 Bi-Weekly Payroll Due 11 a.m.	28	29	30 ACH DUE	Bi-Weekly Payroll	

# December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
End of Bi-Weekly Pay Period Week 48	Bi-Weekly Payroll Due 11 a.m.			ACH Due	1 Bi-Weekly Payroll	2
3 HANUKKAH Week 49	4 Weekly Payroll Due 11 a.m.	5	6	7 ACH DUE	8	9
10 End of Bi-Weekly Pay Period Week 50	11 Bi-Weekly Payroll Due 11 a.m.	12	13	14 ACH DUE	15 Bi-Weekly Payroll	16
17 Week 51	18 Weekly Payroll Due 11 a.m.	19	20	21 ACH DUE	22	23
24 CHRISTMAS EVE End of Bi-Weekly Pay Period Week 52	25 CHRISTMAS DAY OFFICE CLOSED Bi-Weekly Payroll Due 11 a.m.	26	27	28 ACH DUE	29 Bi-Weekly Payroll	30
31 NEW YEAR'S EVE Week 01	NEW YEAR'S DAY OFFICE CLOSED	Weekly Payroll Due 11 a.m.		ACH DUE		

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>NEW YEAR'S EVE</b>  Week 1	<b>1 NEW YEAR'S DAY</b> <b>OFFICE CLOSED</b>	<b>2</b> Weekly Payroll Due 11 a.m.	<b>3</b>	<b>4</b> ACH DUE	<b>5</b>	<b>6</b>
<b>7</b> End of Bi-Weekly Pay Period  Week 2	<b>8</b> Bi-Weekly Payroll Due 11 a.m.	<b>9</b>	<b>10</b>	<b>11</b> ACH DUE	<b>12</b> Bi-Weekly Payroll	<b>13</b>
<b>14</b>	<b>15 MLK DAY</b> Weekly Payroll Due 11 a.m.	<b>16</b>	<b>17</b>	<b>18</b> ACH DUE	<b>19</b>	<b>20</b>
<b>21</b> End of Bi-Weekly Pay Period  Week 4	<b>22</b> Bi-Weekly Payroll Due 11 a.m.	<b>23</b>	<b>24</b>	<b>25</b> ACH DUE	<b>26</b> Bi-Weekly Payroll	<b>27</b>
<b>28</b>  Week 5	<b>29</b> Weekly Payroll Due 11 a.m.	<b>30</b>	<b>31</b>	ACH DUE		

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