

E-Mail ALSPO A/22

Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2023

Ref: (a) E-Mail ALSPO D/18; Elimination of Payroll Processing Schedule Blackout Dates
(b) E-Mail ALSPO D/21; Payroll Processing Schedule for Calendar Year 2022

Introduction This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2023.

Terminology The following terms are used on the processing schedule:

Term	Definition
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month," covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar."
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	<p>The official military payday. This is the "<i>settlement date</i>" for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services.</p> <p>The official military paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday.</p> <p>Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.</p>
SPO Data/Entry Approval Cutoff	<p>Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours. (Central time).</p> <p>No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date.</p>

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Terminology (continued)

Term	Definition
Payroll Finalization Processing Date	Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals. No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Approval Cutoff Date until the day after the Payroll Finalization Date.
Payroll Sent to Treasury	The <i>estimated</i> date PPC will transfer files to Treasury for processing. In accordance with NACHA Operating Rules, payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.

Processing schedule

Enclosure (1) provides the CY 2023 Payroll Processing Schedule.

Directives affected

Reference (a) remains in effect.

Reference (b) is cancelled effective January 1, 2023.

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Questions

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(866) 772-8724 / (785) 339-2200



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PPC-DG-CustomerCare@uscg.mil (E-Mail)

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Internet release authorized.

/S/

D. L. SMITH

Captain, U. S. Coast Guard

Commanding Officer, PPC

Encl: (1) CY 2023 Payroll Processing Schedule

2023 Mid-Month & End Month Pay Calendars

Pay Calendars	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalize Date	Payroll Sent to Treasury (estimate)	USCG General Ledger Cutoff Date
Mid-Month C123010	1/01/2023	1/15/2023	1/13/2023	1/09/2023	1/10/2023	1/11/2023	
End-Month C123011	1/16/2023	1/31/2023	2/01/2023	1/20/2023	1/23/2023	1/27/2023	1/30/2023
Mid-Month C123020	2/01/2023	2/15/2023	2/15/2023	2/09/2023	2/10/2023	2/13/2023	
End-Month C123021	2/16/2023	2/28/2023	3/01/2023	2/16/2023	2/17/2023	2/24/2023	2/27/2023
Mid-Month C123030	3/01/2023	3/15/2023	3/15/2023	3/09/2023	3/10/2023	3/13/2023	
End-Month C123031	3/16/2023	3/31/2023	3/31/2023	3/22/2023	3/23/2023	3/28/2023	3/29/2023
Mid-Month C123040	4/01/2023	4/15/2023	4/14/2023	4/10/2023	4/11/2023	4/12/2023	
End-Month C123041	4/16/2023	4/30/2023	5/1/2023	4/19/2023	4/20/2023	4/26/2023	4/27/2023
Mid-Month C123050	5/01/2023	5/15/2023	5/15/2023	5/09/2023	5/10/2023	5/11/2023	
End-Month C123051	5/16/2023	5/31/2023	6/01/2023	5/18/2023	5/19/2023	5/26/2023	5/30/2023
Mid-Month C123060	6/01/2023	6/15/2023	6/15/2023	6/08/2023	6/09/2023	6/13/2023	
End-Month C123061	6/16/2023	6/30/2023	6/30/2023	6/21/2023	6/22/2023	6/27/2023	6/28/2023
Mid-Month C123070	7/01/2023	7/15/2023	7/14/2023	7/10/2023	7/11/2023	7/12/2023	
End-Month C123071	7/16/2023	7/31/2023	8/1/2023	7/20/2023	7/21/2023	7/27/2023	7/28/2023
Mid-Month C123080	8/01/2023	8/15/2023	8/15/2023	8/09/2023	8/10/2023	8/11/2023	
End-Month C123081	8/16/2023	8/31/2023	9/01/2023	8/22/2023	8/23/2023	8/29/2023	8/30/2023
Mid-Month C123090	9/01/2023	9/15/2023	9/15/2023	9/11/2023	9/12/2023	9/13/2023	
End-Month C123091	9/16/2023	9/30/2023	9/29/2023	9/20/2023	9/21/2023	9/26/2023	9/27/2023
Mid-Month C123100	10/01/2023	10/15/2023	10/13/2023	10/05/2023	10/06/2023	10/11/2023	
End-Month C123101	10/16/2023	10/31/2023	11/01/2023	10/19/2023	10/20/2023	10/27/2023	10/30/2023
Mid-Month C123110	11/01/2023	11/15/2023	11/15/2023	11/08/2023	11/09/2023	11/13/2023	
End-Month C123111	11/16/2023	11/30/2023	12/01/2023	11/20/2023	11/21/2023	11/28/2023	11/29/2023
Mid-Month C123120	12/01/2023	12/15/2023	12/15/2023	12/11/2023	12/12/2023	12/13/2023	
End-Month C123121	12/16/2023	12/31/2023	12/29/2023	12/19/2023	12/20/2023	12/26/2023	12/27/2023

Notes:

No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Entry/Approval Cutoff date until the day after the Payroll Finalization Date.