

## Payroll Schedule\*

### Calendar Year 2022

### Bi-Weekly

Bi-weekly employees are required to **submit** an electronic time sheet every pay period by **11:59 pm** on the date indicated in the "**Web Time Entry Submit Due Date**" column below. It is recommended that bi-weekly employees complete and save an electronic timesheet daily. They are *not* required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Employee Changes to HR" column. Adherence to these deadlines will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Start Date	End Date	Pay Date	Employee Changes to HR	Web Time Entry Submit Due Date	Web Time Entry Approve Due Date
1	1	12/19/2021	1/1/2022	<b>1/14/2022</b>	1/4/2022	<b>1/4/2022</b>	1/5/2022
2	2	1/2/2022	1/15/2022	<b>1/28/2022</b>	1/18/2022	<b>1/18/2022</b>	1/19/2022
3	1	1/16/2022	1/29/2022	<b>2/11/2022</b>	2/1/2022	<b>2/1/2022</b>	2/2/2022
4	2	1/30/2022	2/12/2022	<b>2/25/2022</b>	2/15/2022	<b>2/15/2022</b>	2/16/2022
5	1	2/13/2022	2/26/2022	<b>3/11/2022</b>	3/1/2022	<b>3/1/2022</b>	3/2/2022
6	2	2/27/2022	3/12/2022	<b>3/25/2022</b>	3/15/2022	<b>3/15/2022</b>	3/16/2022
7	1	3/13/2022	3/26/2022	<b>4/8/2022</b>	3/29/2022	<b>3/29/2022</b>	3/30/2022
8	2	3/27/2022	4/9/2022	<b>4/22/2022</b>	4/12/2022	<b>4/12/2022</b>	4/13/2022
9	1	4/10/2022	4/23/2022	<b>5/6/2022</b>	4/26/2022	<b>4/26/2022</b>	4/27/2022
10	2	4/24/2022	5/7/2022	<b>5/20/2022</b>	5/10/2022	<b>5/10/2022</b>	5/11/2022
11	1	5/8/2022	5/21/2022	<b>6/3/2022</b>	5/23/2022	<b>5/23/2022</b>	5/24/2022
12	2	5/22/2022	6/4/2022	<b>6/17/2022</b>	6/7/2022	<b>6/7/2022</b>	6/8/2022
13	1	6/5/2022	6/18/2022	<b>7/1/2022</b>	6/21/2022	<b>6/21/2022</b>	6/22/2022
14	2	6/19/2022	7/2/2022	<b>7/15/2022</b>	7/5/2022	<b>7/5/2022</b>	7/6/2022
15	3	7/3/2022	7/16/2022	<b>7/29/2022</b>	7/19/2022	<b>7/19/2022</b>	7/20/2022
16	1	7/17/2022	7/30/2022	<b>8/12/2022</b>	8/2/2022	<b>8/2/2022</b>	8/3/2022
17	2	7/31/2022	8/13/2022	<b>8/26/2022</b>	8/16/2022	<b>8/16/2022</b>	8/17/2022
18	1	8/14/2022	8/27/2022	<b>9/9/2022</b>	8/29/2022	<b>8/29/2022</b>	8/30/2022
19	2	8/28/2022	9/10/2022	<b>9/23/2022</b>	9/13/2022	<b>9/13/2022</b>	9/14/2022
20	1	9/11/2022	9/24/2022	<b>10/7/2022</b>	9/27/2022	<b>9/27/2022</b>	9/28/2022
21	2	9/25/2022	10/8/2022	<b>10/21/2022</b>	10/11/2022	<b>10/11/2022</b>	10/12/2022
22	1	10/9/2022	10/22/2022	<b>11/4/2022</b>	10/25/2022	<b>10/25/2022</b>	10/26/2022
23	2	10/23/2022	11/5/2022	<b>11/18/2022</b>	11/7/2022	<b>11/7/2022</b>	11/8/2022
24	1	11/6/2022	11/19/2022	<b>12/2/2022</b>	11/21/2022	<b>11/21/2022</b>	11/22/2022
25	2	11/20/2022	12/3/2022	<b>12/16/2022</b>	12/6/2022	<b>12/6/2022</b>	12/7/2022
26	3	12/4/2022	12/17/2022	<b>12/30/2022</b>	12/19/2022	<b>12/19/2022</b>	12/20/2022