

Payroll Schedule*

Calendar Year 2022

Semi-Monthly

Semi-monthly employees are required to **submit** an electronic leave report every pay period by **11:59 pm** on the date indicated in the "**Web Leave Report Submit Due Date**" column below. They are *not* required to complete an electronic time sheet. They are paid the 15th and last day of the month.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Employee Changes to HR" column below. 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 Leave Report Submit Due Date	Web Leave Report Approve Due Date
1	1	1/1/2022	1/15/2022	1/14/2022	1/7/2022	1/20/2022	1/21/2022
2	2	1/16/2022	1/31/2022	1/31/2022	1/24/2022	2/3/2022	2/4/2022
3	1	2/1/2022	2/15/2022	2/15/2022	2/8/2022	2/18/2022	2/21/2022
4	2	2/16/2022	2/28/2022	2/28/2022	2/21/2022	3/3/2022	3/4/2022
5	1	3/1/2022	3/15/2022	3/15/2022	3/8/2022	3/18/2022	3/21/2022
6	2	3/16/2022	3/31/2022	3/31/2022	3/24/2022	4/5/2022	4/6/2022
7	1	4/1/2022	4/15/2022	4/15/2022	4/8/2022	4/20/2022	4/21/2022
8	2	4/16/2022	4/30/2022	4/29/2022	4/22/2022	5/4/2022	5/5/2022
9	1	5/1/2022	5/15/2022	5/13/2022	5/6/2022	5/18/2022	5/19/2022
10	2	5/16/2022	5/31/2022	5/31/2022	5/23/2022	6/3/2022	6/6/2022
11	1	6/1/2022	6/15/2022	6/15/2022	6/8/2022	6/21/2022	6/22/2021
12	2	6/16/2022	6/30/2022	6/30/2022	6/23/2022	7/6/2022	7/7/2022
13	1	7/1/2022	7/15/2022	7/15/2022	7/8/2022	7/20/2022	7/21/2022
14	2	7/16/2022	7/31/2022	7/29/2022	7/22/2022	8/3/2022	8/4/2022
15	1	8/1/2022	8/15/2022	8/15/2022	8/8/2022	8/18/2022	8/19/2022
16	2	8/16/2022	8/31/2022	8/31/2022	8/24/2022	9/6/2022	9/7/2022
17	1	9/1/2022	9/15/2022	9/15/2022	9/8/2022	9/20/2022	9/21/2022
18	2	9/16/2022	9/30/2022	9/30/2022	9/23/2022	10/5/2022	10/6/2022
19	1	10/1/2022	10/15/2022	10/14/2022	10/7/2021	10/19/2022	10/20/2022
20	2	10/16/2022	10/31/2022	10/31/2022	10/24/2022	11/3/2022	11/4/2022
21	1	11/1/2022	11/15/2022	11/15/2022	11/7/2022	11/18/2022	11/21/2022
22	2	11/16/2022	11/30/2022	11/30/2022	11/21/2022	12/5/2022	12/6/2022
23	1	12/1/2022	12/15/2022	12/15/2022	12/8/2022	12/20/2022	12/21/2022
24	2	12/16/2022	12/31/2022	12/30/2022	12/21/2022	1/5/2023	1/6/2023