

2022

SALARY Timesheet/Pay Periods and Pay Dates

Full-time Semi-monthly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 25	January 9	January 14	December 20	1/9/22	1/10/22
January 10	January 24	February 1	January 14	1/24/22	1/25/22
January 25	February 9	February 16	January 31	2/9/22	2/10/22
February 10	February 24	March 1	February 11	2/24/22	2/25/22
February 25	March 9	March 16	February 28	3/9/22	3/10/22
March 10	March 24	March 31	March 15	3/24/22	3/25/22
March 25	April 9	April 15	March 30	4/9/22	4/11/22
April 10	April 24	April 29	April 13	4/24/22	4/25/22
April 25	May 9	May 16	April 28	5/9/22	5/10/22
May 10	May 24	June 01	May 13	5/24/22	5/25/22
May 25	June 9	June 16	May 31	6/9/22	6/10/22
June 10	June 24	July 1	June 14	6/24/22	6/27/22
June 25	July 9	July 15	June 28	7/9/22	7/11/22
July 10	July 24	August 1	July 14	7/24/22	7/25/22
July 25	August 9	August 16	July 29	8/9/22	8/10/22
August 10	August 24	September 1	August 16	8/24/22	8/25/22
August 25	September 9	September 16	August 30	9/9/22	9/12/22
September 10	September 24	September 30	September 14	9/24/22	9/26/22
September 25	October 9	October 14	September 28	10/9/22	10/10/22
October 10	October 24	November 1	October 14	10/24/22	10/25/22
October 25	November 9	November 16	October 31	11/9/22	11/10/22
November 10	November 24	December 1	November 15	11/23/22 *	11/23/22 *
November 25	December 9	December 16	November 30	12/9/22	12/12/22
December 10	December 24	December 30	December 14	12/23/22 *	12/23/22 *

Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.

Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.

*When leave is taken or holidays occur at the end of a pay period, all hours/leave requests should be entered no later than the last day worked

Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next payroll.

All dates are subject to revision