

2022

Wage, Work Study, & Adjunct Timesheet/Pay Periods and Pay Dates

Part-time Bi-weekly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 17	December 30	January 14	December 17	12/30/21 *	1/3/22 *
December 31	January 13	January 28	January 11	1/13/22	1/14/22
January 14	January 27	February 11	January 25	1/27/22	1/28/22
January 28	February 10	February 25	February 8	2/10/22	2/11/22
February 11	February 24	March 11	February 22	2/24/22	2/25/22
February 25	March 10	March 25	March 8	3/10/22	3/11/22
March 11	March 24	April 8	March 22	3/24/22	3/25/22
March 25	April 7	April 22	April 5	4/7/22	4/8/22
April 8	April 21	May 6	April 19	4/21/22	4/22/22
April 22	May 5	May 20	May 3	5/5/22	5/6/22
May 6	May 19	June 3	May 17	5/19/22	5/20/22
May 20	June 2	June 17	May 31	6/2/22	6/3/22
June 3	June 16	July 1	June 14	6/16/22	6/17/22
June 17	June 30	July 15	June 28	6/30/22	7/1/22
July 1	July 14	July 29	July 12	7/14/22	7/15/22
July 15	July 28	August 12	July 26	7/28/22	7/29/22
July 29	August 11	August 26	August 9	8/11/22	8/12/22
August 12	August 25	September 9	August 23	8/25/22	8/26/22
August 26	September 8	September 23	September 6	9/8/22	9/9/22
September 9	September 22	October 7	September 20	9/22/22	9/23/22
September 23	October 6	October 21	October 4	10/6/22	10/7/22
October 7	October 20	November 4	October 18	10/20/22	10/21/22
October 21	November 3	November 18	November 1	11/3/22	11/4/22
November 4	November 17	December 2	November 15	11/17/22	11/18/22
November 18	December 1	December 16	November 29	12/1/22	12/2/22
December 2	December 15	December 30	December 13	12/15/22	12/16/22

Wage/ Workstudy

Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

\*When time off is taken, an employee is not scheduled to work, or holidays occur at the end of a pay period, all hours should be entered no later than the last day worked

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

Payment will be delayed on any hours reported and/or approved after the deadlines.

Adjunct

Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

All Part-time

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

All dates are subject to revision