

Bi-Weekly Payroll Schedule 2022

The following is the list of due dates for bi-weekly departmental Payroll Time Sheets, Employee Personal Record Sheets and Web Time Entry for the calendar year 2022.

All Time Sheets and Personal Record Sheets are due in Human Resources no later than **10:00 AM** on Friday, one week before pay day. The deadline for signing and submitting your Web Time Entry is also 10:00 AM on Friday, one week before pay day.

Please note the exceptions to these due dates/deadlines (indicated in **bold** type and an “*” next to the due date) that are necessary due to holidays.

Thank you in advance for your cooperation, and, if you have any questions, please call the Payroll Office at extension 4706.

Pay Period Start	Pay Period End	Due Date	Pay Date
12/19/2021	01/01/2022	12/22/2021*	01/07/2022
01/02/2022	01/15/2022	01/13/2022*	01/21/2022
01/16/2022	01/29/2022	01/28/2022	02/04/2022
01/30/2022	02/12/2022	02/11/2022	02/18/2022
02/13/2022	02/26/2022	02/25/2022	03/04/2022
02/27/2022	03/12/2022	03/11/2022	03/18/2022
03/13/2022	03/26/2022	03/25/2022	04/01/2022
03/27/2022	04/09/2022	04/08/2022	04/15/2022
04/10/2022	04/23/2022	04/22/2022	04/29/2022
04/24/2022	05/07/2022	05/06/2022	05/13/2022
05/08/2022	05/21/2022	05/20/2022	05/27/2022
05/22/2022	06/04/2022	06/03/2022	06/10/2022
06/05/2022	06/18/2022	06/17/2022	06/24/2022
06/19/2022	07/02/2022	06/30/2022*	07/08/2022
07/03/2022	07/16/2022	07/15/2022	07/22/2022
07/17/2022	07/30/2022	07/29/2022	08/05/2022
07/31/2022	08/13/2022	08/12/2022	08/19/2022
08/14/2022	08/27/2022	08/26/2022	09/02/2022
08/28/2022	09/10/2022	09/09/2022	09/16/2022
09/11/2022	09/24/2022	09/23/2022	09/30/2022
09/25/2022	10/08/2022	10/07/2022	10/14/2022

10/09/2022	10/22/2022	10/21/2022	10/28/2022
10/23/2022	11/05/2022	11/04/2022	11/10/2022*
11/06/2022	11/19/2022	11/17/2022*	11/25/2022
11/20/2022	12/03/2022	12/02/2022	12/09/2022
12/04/2022	12/17/2022	12/09/2022*	12/23/2022
12/18/2022	12/31/2022	12/29/2022*	01/06/2023

**EPRS may be requested earlier than the time sheet due date for Fiscal Year End purposes