**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.

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| --- | --- | --- | --- |
| **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