



2022 Hourly Staff/Student Employee Payroll Schedule

Remember: New Hire paperwork must be submitted at least a week prior to the first day of work									
Pay #	Month	Start Date	End Date	Emp Time	Cut-off	Supervisors	Cut-off	Pay Date	
				Entry Due	Time for	Time Entry	Time for		
				Date	Employee	Due Date	Supervisors		
2022									
1	Dec	12/11	12/24	12/20	11:59 PM	12/21 *	12:00 PM	1/5	Christmas
2		12/25	1/7	1/11	11:59 PM	1/13	12:00 PM	1/19	New Year's
3	Jan	1/8	1/21	1/25	11:59 PM	1/27	12:00 PM	2/2	MLK
4		1/22	2/4	2/8	11:59 PM	2/10	12:00 PM	2/16	
5	Feb	2/5	2/18	2/22	11:59 PM	2/24	12:00 PM	3/2	President's Day
6		2/19	3/4	3/8	11:59 PM	3/10	12:00 PM	3/16	
7	Mar	3/5	3/18	3/22	11:59 PM	3/24	12:00 PM	3/30	
8		3/19	4/1	4/5	11:59 PM	4/7	12:00 PM	4/13	
9	Apr	4/2	4/15	4/19	11:59 PM	4/21	12:00 PM	4/27	Good Friday
10		4/16	4/29	5/3	11:59 PM	5/5	12:00 PM	5/11	Easter
11		4/30	5/13	5/17	11:59 PM	5/19	12:00 PM	5/25	
12	May	5/14	5/27	5/31	11:59 PM	6/2	12:00 PM	6/8	
13		5/28	6/10	6/14	11:59 PM	6/16	12:00 PM	6/22	Memorial Day
14	Jun	6/11	6/24	6/28	11:59 PM	6/30	12:00 PM	7/6	
15		6/25	7/8	7/12	11:59 PM	7/14	12:00 PM	7/20	4th of July
16	Jul	7/9	7/22	7/26	11:59 PM	7/28	12:00 PM	8/3	
17		7/23	8/5	8/9	11:59 PM	8/11	12:00 PM	8/17	
18	Aug	8/6	8/19	8/23	11:59 PM	8/25	12:00 PM	8/31	
19		8/20	9/2	9/6	11:59 PM	9/8	12:00 PM	9/14	
20	Sep	9/3	9/16	9/20	11:59 PM	9/22	12:00 PM	9/28	Labor Day
21		9/17	9/30	10/4	11:59 PM	10/6	12:00 PM	10/12	
22	Oct	10/1	10/14	10/18	11:59 PM	10/20	12:00 PM	10/26	Columbus Day
23		10/15	10/28	11/1	11:59 PM	11/3	12:00 PM	11/9	
24		10/29	11/11	11/15	11:59 PM	11/17	12:00 PM	11/23	Veterans Day
25	Nov	11/12	11/25	11/29	11:59 PM	12/1	12:00 PM	12/7	Thanksgiving
26		11/26	12/9	12/13	11:59 PM	12/15	12:00 PM	12/21	

***Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.**