

Calendar Year 2022 Monthly Payroll Schedule

PAY NO.	PAY DATE	PAY PERIOD		*DEADLINE FOR ADDING/DELETING TO PAYROLL	Cut off date for Benefits Focus	TIMESHEETS & RECAPS DUE BY NOON	Holidays in pay period
		BEGINNING	ENDING				
1	1/31/2022	1/1/2022	1/31/2022	1/18/2022	1/17/2022	1/20/2022	New Years Day observed-Dec 31, 2021
2	2/28/2022	2/1/2022	2/28/2022	2/15/2022	2/14/2022	2/17/2022	
3	3/31/2022	3/1/2022	3/31/2022	3/21/2022	3/18/2022	3/22/2022	
4	4/29/2022	4/1/2022	4/30/2022	4/18/2022	4/15/2022	4/20/2022	Good Friday (April 15)
5	5/31/2022	5/1/2022	5/31/2022	5/18/2022	5/17/2022	5/20/2022	Memorial Day (May 30)
6	6/30/2022	6/1/2022	6/30/2022	6/17/2022	6/16/2022	6/20/2022	
7	7/29/2022	7/1/2022	7/31/2022	7/18/2022	7/15/2022	7/20/2022	Independence Day (July 4)
8	8/31/2022	8/1/2022	8/31/2022	8/19/2022	8/18/2022	8/22/2022	
9	9/30/2022	9/1/2022	9/30/2022	9/19/2022	9/16/2022	9/21/2022	Labor Day (September 5)
10	10/31/2022	10/1/2022	10/31/2022	10/18/2022	10/17/2022	10/20/2022	
11	11/30/2022	11/1/2022	11/30/2022	11/14/2022	11/11/2022	11/16/2022	Thanksgiving*2 (November 23-24-25)
12	12/30/2022	12/1/2022	12/31/2022	12/12/2022	12/9/2022	12/14/2022	Break - 12/23/22 - 1/2/23

*All payroll data from departments, excluding timesheets and recaps, is due by 4:30 PM on these dates, unless the calendar requires a change in the payroll processing time or if the University is closed any time before/after these dates.

**Accelerated deadline due to holiday, subject to change. Holiday memo will be sent prior to deadlines.