

2022 Biweekly Payroll Deadlines

Check #	Pay Date	Pay Period Begin	Pay Period End	Employee Change Info to HR *REVISED*	Employee Web Time Entry Completed by Noon Supervisor Approval by 4pm: *REVISED*
1	01/14/22	12/27/21	01/09/22	12/20/2021	01/10/22
2	01/28/22	01/10/22	01/23/22	1/3/2022	01/24/22
3	02/11/22	01/24/22	02/06/22	1/17/2022	02/07/22
4	02/25/22	02/07/22	02/20/22	1/31/2022	02/21/22
5	03/11/22	02/21/22	03/06/22	2/14/2022	03/07/22
6	03/25/22	03/07/22	03/20/22	2/28/2022	03/21/22
7	04/08/22	03/21/22	04/03/22	3/11/2022	04/04/22
8	04/22/22	04/04/22	04/17/22	4/8/2022	04/18/22
9	05/06/22	04/18/22	05/01/22	4/22/2022	05/02/22
10	05/20/22	05/02/22	05/15/22	5/6/2022	05/16/22
11	06/03/22	05/16/22	05/29/22	5/20/2022	*05/30/22* Revised to accommodate Commencement work
12	06/17/22	05/30/22	06/12/22	6/3/2022	06/13/22
13	07/01/22	06/13/22	06/26/22	6/17/2022	06/27/22
14	07/15/22	06/27/22	07/10/22	6/30/2022	07/11/22
15	07/29/22	07/11/22	07/24/22	7/15/2022	07/25/22
16	08/12/22	07/25/22	08/07/22	7/29/2022	08/08/22
17	08/26/22	08/08/22	08/21/22	8/12/2022	08/22/22
*** 18 ***	09/09/22	08/22/22	09/04/22	8/26/2022	*** 09/02/22 *** Early deadline to accommodate Labor Day Holiday
19	09/23/22	09/05/22	09/18/22	9/9/2022	09/19/22
20	10/07/22	09/19/22	10/02/22	9/23/2022	10/03/22
21	10/21/22	10/03/22	10/16/22	10/7/2022	10/17/22
22	11/04/22	10/17/22	10/30/22	10/21/2022	10/31/22
23	11/18/22	10/31/22	11/13/22	11/4/2022	11/14/22
24	12/02/22	11/14/22	11/27/22	11/18/2022	11/28/22
*** 25 ***	12/16/22	11/28/22	12/11/22	12/2/2022	*** 12/08/22 *** Early deadline to accommodate upcoming holiday time off
*** 26 ***	12/22/22	12/12/22	12/25/22	12/12/2022	*** 12/14/22 *** Early deadline & paydate due to holiday time off

Dates may be subject to change due to unforeseen circumstances

*** Pay Period 11*** Time sheets are due on Monday, May 30 to accommodate Commencement work that weekend, this is also a University observed holiday. Employees not working Commencement are encouraged to submit their time sheets before leaving campus on Friday, May 27. Those working the weekend have until noon on Monday, May 30 to submit their time sheet, the supervisor approval deadline remains 4pm that afternoon.