

2022 PAYROLL DEADLINES For Non Full Time Employees



Applies to leaves and addition to pay requests

All leave requests are to be submitted to your supervisor for approval a minimum of 10 days prior to the start of your leave except in extenuating circumstances.

In extenuating circumstances (sick day, bereavement, etc.), please submit your request in accordance with the deadlines below in order to ensure that your pay/attendance is accurate.

Pay Period Start Date (Week 1)	Pay Period End Date (Week 2)	<i>Deadline for Employee to Submit Requests to Manager</i>	<i>Deadline for Manager to Approve Requests</i>	PAY DATE
December 5, 2021	December 18, 2021	December 16, 2021	December 17, 2021	December 31, 2021
December 19, 2021	January 01, 2022	January 04, 2022	January 05, 2022	January 14, 2022
January 02, 2022	January 15, 2022	January 17, 2022	January 19, 2022	January 28, 2022
January 16, 2022	January 29, 2022	January 31, 2022	February 02, 2022	February 11, 2022
January 30, 2022	February 12, 2022	February 14, 2022	February 16, 2022	February 25, 2022
February 13, 2022	February 26, 2022	February 28, 2022	March 02, 2022	March 11, 2022
February 27, 2022	March 12, 2022	March 14, 2022	March 16, 2022	March 25, 2022
March 13, 2022	March 26, 2022	March 28, 2022	March 30, 2022	April 08, 2022
March 27, 2022	April 09, 2022	April 11, 2022	April 12, 2022	April 22, 2022
April 10, 2022	April 23, 2022	April 25, 2022	April 27, 2022	May 06, 2022
April 24, 2022	May 07, 2022	May 09, 2022	May 11, 2022	May 20, 2022
May 08, 2022	May 21, 2022	May 24, 2022	May 25, 2022	June 03, 2022
May 22, 2022	June 04, 2022	June 06, 2022	June 08, 2022	June 17, 2022
June 05, 2022	June 18, 2022	June 20, 2022	June 21, 2022	June 30, 2022
June 19, 2022	July 02, 2022	July 04, 2022	July 06, 2022	July 15, 2022
July 03, 2022	July 16, 2022	July 18, 2022	July 20, 2022	July 29, 2022
July 17, 2022	July 30, 2022	August 02, 2022	August 03, 2022	August 12, 2022
July 31, 2022	August 13, 2022	August 15, 2022	August 17, 2022	August 26, 2022
August 14, 2022	August 27, 2022	August 29, 2022	August 31, 2022	September 09, 2022
August 28, 2022	September 10, 2022	September 12, 2022	September 14, 2022	September 23, 2022
September 11, 2022	September 24, 2022	September 26, 2022	September 28, 2022	October 07, 2022
September 25, 2022	October 08, 2022	October 11, 2022	October 12, 2022	October 21, 2022
October 09, 2022	October 22, 2022	October 24, 2022	October 26, 2022	November 04, 2022
October 23, 2022	November 05, 2022	November 07, 2022	November 09, 2022	November 18, 2022
November 06, 2022	November 19, 2022	November 21, 2022	November 23, 2022	December 02, 2022
November 20, 2022	December 03, 2022	December 05, 2022	December 07, 2022	December 16, 2022
December 04, 2022	December 17, 2022	December 15, 2022	December 16, 2022	December 30, 2022

All Late additions to pay requests will be paid on the following pay date.

Revisions to some dates may be required