

Payroll Services Time & Labor Cutoff Dates - 2022

Payroll Cycle	Check Date	Time & Labor Cutoff Dates (End of business day) ⁽¹⁾
Salary	Friday - 01/07/2022	Monday - 01/03/2022
Hourly	Friday - 01/14/2022	Monday - 01/10/2022
Salary	Friday - 01/21/2022	Friday - 01/14/2022
Hourly	Friday - 01/28/2022	Monday - 01/24/2022
Salary	Friday - 02/04/2022	Monday - 01/31/2022
Hourly	Friday - 02/11/2022	Monday - 02/07/2022
Salary	Friday - 02/18/2022	Monday - 02/14/2022
Hourly	Friday - 02/25/2022	Monday - 02/21/2022
Salary	Friday - 03/04/2022	Monday - 02/28/2022
Hourly	Friday - 03/11/2022	Monday - 03/07/2022
Salary	Friday - 03/18/2022	Monday - 03/14/2022
Hourly	Friday - 03/25/2022	Monday - 03/21/2022
Salary	Friday - 04/01/2022	Monday - 03/28/2022
Hourly	Friday - 04/08/2022	Monday - 04/04/2022
Salary	Friday - 04/15/2022	Monday - 04/11/2022
Hourly	Friday - 04/22/2022	Monday - 04/18/2022
Salary	Friday - 04/29/2022	Monday - 04/25/2022
Hourly	Friday - 05/06/2022	Monday - 05/02/2022
Salary	Friday - 05/13/2022	Monday - 05/09/2022
Hourly	Friday - 05/20/2022	Monday - 05/16/2022
Salary	Friday - 05/27/2022	Monday - 05/23/2022
Hourly	Friday - 06/03/2022	Friday - 05/27/2022
Salary	Friday - 06/10/2022	Monday - 06/06/2022
Hourly	Thursday - 06/16/2022	Friday - 06/10/2022
Salary	Friday - 06/24/2022	Monday - 06/20/2022
Hourly	Friday - 07/01/2022	Monday - 06/27/2022
Salary	Friday - 07/08/2022	Friday - 07/01/2022
Hourly	Friday - 07/15/2022	Monday - 07/11/2022
Salary	Friday - 07/22/2022	Monday - 07/18/2022
Hourly	Friday - 07/29/2022	Monday - 07/25/2022

(1) The Time Admin process runs at 3am and 12 noon daily. You can approve entered time any time after the Time Admin process is run.

Approve time daily to ensure that no hours are missed.

All time must be approved by the end of business day for dates listed.

Dates highlighted in yellow represent a change in the schedule due to a holiday.

Payroll Services Time & Labor Cutoff Dates - 2022

Payroll Cycle	Check Date	Time & Labor Cutoff Dates (End of business day) ⁽¹⁾
Salary	Friday - 08/05/2022	Monday - 08/01/2022
Hourly	Friday - 08/12/2022	Monday - 08/08/2022
Salary	Friday - 08/19/2022	Monday - 08/15/2022
Hourly	Friday - 08/26/2022	Monday - 08/22/2022
Salary	Friday - 09/02/2022	Monday - 08/29/2022
Hourly	Friday - 09/09/2022	Friday - 09/02/2022
Salary	Friday - 09/16/2022	Monday - 09/12/2022
Hourly	Friday - 09/23/2022	Monday - 09/19/2022
Salary	Friday - 09/30/2022	Monday - 09/26/2022
Hourly	Friday - 10/07/2022	Monday - 10/03/2022
Salary	Friday - 10/14/2022	Monday - 10/10/2022
Hourly	Friday - 10/21/2022	Monday - 10/17/2022
Salary	Friday - 10/28/2022	Monday - 10/24/2022
Hourly	Friday - 11/04/2022	Monday - 10/31/2022
Salary	Thursday - 11/10/2022	Friday - 11/04/2022
Hourly	Friday - 11/18/2022	Monday - 11/14/2022
Salary	Wednesday - 11/23/2022	Thursday - 11/17/2022
Hourly	Friday - 12/02/2022	TBD**
Salary	Friday - 12/09/2022	TBD**
Hourly	Friday - 12/16/2022	TBD**
Salary	Friday - 12/23/2022	TBD**
Hourly	Friday - 12/30/2022	TBD**

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Approve time daily to ensure that no hours are missed.

All time must be approved by the end of business for dates listed.

Dates highlighted in yellow represent a change in the schedule due to a holiday.

** The accelerated payroll calendar for December will be announced in November