Rutgers, The State University
Division of Payroll Services
Time and Labor Schedule
Calendar Year 2022

Payroll

Cycle	Time and Labor Cutoff	Pay Date
Salary	Monday, January 3, 2022	Friday, January 7, 2022
Hourly	Monday, January 10, 2022	Friday, January 14, 2022
Salary	Friday, January 14, 2022	Friday, January 21, 2022
Hourly	Monday, January 24, 2022	Friday, January 28, 2022
Salary	Monday, January 31, 2022	Friday, February 4, 2022
Hourly	Monday, February 7, 2022	Friday, February 11, 2022
Salary	Monday, February 14, 2022	Friday, February 18, 2022
Hourly	Monday, February 21, 2022	Friday, February 25, 2022
Salary	Monday, February 28, 2022	Friday, March 4, 2022
Hourly	Monday, March 7, 2022	Friday, March 11, 2022
Salary	Monday, March 14, 2022	Friday, March 18, 2022
Hourly	Monday, March 21, 2022	Friday, March 25, 2022
Salary	Monday, March 28, 2022	Friday, April 1, 2022
Hourly	Monday, April 4, 2022	Friday, April 8, 2022
Salary	Monday, April 11, 2022	Friday, April 15, 2022
Hourly	Monday, April 18, 2022	Friday, April 22, 2022
Salary	Monday, April 25, 2022	Friday, April 29, 2022
Hourly	Monday, May 2, 2022	Friday, May 6, 2022
Salary	Monday, May 9, 2022	Friday, May 13, 2022
Hourly	Monday, May 16, 2022	Friday, May 20, 2022
Salary	Monday, May 23, 2022	Friday, May 27, 2022
Hourly	Friday, May 27, 2022	Friday, June 3, 2022
Salary	Monday, June 6, 2022	Friday, June 10, 2022
Hourly	Monday, June 13, 2022	Friday, June 17, 2022
Salary	Monday, June 20, 2022	Friday, June 24, 2022
Hourly	Monday, June 27, 2022	Friday, July 1, 2022
Salary	Friday, July 1, 2022	Friday, July 8, 2022
Hourly	Monday, July 11, 2022	Friday, July 15, 2022
Salary	Monday, July 18, 2022	Friday, July 22, 2022
Hourly	Monday, July 25, 2022	Friday, July 29, 2022
Salary	Monday, August 1, 2022	Friday, August 5, 2022
Hourly	Monday, August 8, 2022	Friday, August 12, 2022
Salary	Monday, August 15, 2022	Friday, August 19, 2022
Hourly	Monday, August 22, 2022	Friday, August 26, 2022
Salary	Monday, August 29, 2022	Friday, September 2, 2022
Hourly	Friday September 2, 2022	Friday, September 9, 2022
Salary	Monday, September 12, 2022	Friday, September 16, 2022
Hourly	Monday, September 19, 2022	Friday, September 23, 2022
Salary	Monday, September 26, 2022	Friday, September 30, 2022
Hourly	Monday, October 3, 2022	Friday, October 7, 2022
Salary	Monday, October 10, 2022	Friday, October 14, 2022
Hourly	Monday, October 17, 2022	Friday, October 21, 2022
Salary	Monday, October 24, 2022	Friday, October 28, 2022
Hourly	Monday, October 31, 2022	Friday, November 4, 2022
Salary	Monday, November 7, 2022	Friday, November 11, 2022
Hourly	Monday, November 14, 2022	Friday, November 18, 2022
Salary	Thursday, November 17, 2022	Wednesday, November 23, 2022
Hourly	Monday, November 28, 2022	Friday, December 2, 2022

The calendar for December 2022 will be announced later.

Time Admin is scheduled to run at 12:00pm and 3:00 am daily
There will be an extra Time Admin run at 2:30pm on the cutoff Monday
The cutoff Monday schedule will be as follows:
12:00 Time Entry should be completed
12:00 - 1:30 Time Admin will convert reported time into payable time
1:30 - 2:30 Approve payable time and correct exceptions
2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time
3:30 - 4:30 Approve any remaining payable time