

## 2022 Human Resource/Payroll Working Calendar

### Bi-Weekly Employees (Federal Work Study)

**Pay Frequency: 41**

Pay Run ID (for Payroll use only)	Pay Period (Timesheets <u>must</u> be submitted by the end of the day of the pay period)	Deadline for approving Timesheets <sup>1</sup> ( <i>Approved in HRMS and due in Payroll by 5:00 pm</i> )	Pay Date
4128022002	12/17/2021 - 12/30/2021	<b>01/03/2022*</b>	01/14/2022
4128022003	12/31/2021 - 01/13/2022	<b>01/14/2022*</b>	01/28/2022
4128022004	01/14/2022 – 01/27/2022	<b>01/28/2022</b>	02/11/2022
4128022005	01/28/2022 - 02/10/2022	<b>02/11/2022</b>	02/25/2022
4128022006	02/11/2022 – 02/24/2022	<b>02/25/2022</b>	03/11/2022
4128022007	02/25/2022 - 03/10/2022	<b>03/11/2022</b>	03/25/2022
4128022008	03/11/2022 - 03/24/2022	<b>03/25/2022</b>	04/08/2022
4128022009	03/25/2022 - 04/07/2022	<b>04/08/2022</b>	04/22/2022
4128022010	04/08/2022 - 04/21/2022	<b>04/22/2022</b>	05/06/2022
4128022011	04/22/2022 - 05/05/2022	<b>05/06/2022</b>	05/20/2022
4128022012	05/06/2022 - 05/19/2022	<b>05/20/2022</b>	06/03/2022
4128022013	05/20/2022 - 06/02/2022	<b>06/03/2022</b>	06/17/2022
4128022014	06/03/2022 - 06/16/2022	<b>06/17/2022*</b>	07/01/2022
4128022015	06/17/2022 – 06/30/2022	<b>07/01/2022*</b>	07/15/2022
4128022016	07/01/2022 - 07/14/2022	<b>07/15/2022</b>	07/29/2022
4128022017	07/15/2022 – 07/28/2022	<b>07/29/2022</b>	08/12/2022
4128022018	07/29/2022 - 08/11/2022	<b>08/12/2022</b>	08/26/2022
4128022019	08/12/2022 - 08/25/2022	<b>08/26/2022</b>	09/09/2022
4128022020	08/26/2022 - 09/08/2022	<b>09/09/2022</b>	09/23/2022
4128022021	09/09/2022 - 09/22/2022	<b>09/23/2022</b>	10/07/2022
4128022022	09/23/2022 - 10/06/2022	<b>10/07/2022*</b>	10/21/2022
4128022023	10/07/2022 - 10/20/2022	<b>10/21/2022</b>	11/04/2022
4128022024	10/21/2022 - 11/03/2022	<b>11/04/2022</b>	11/18/2022
4128022025	11/04/2022 - 11/17/2022	<b>11/18/2022</b>	12/02/2022
4128022026	11/18/2022 – 12/01/2022	<b>12/02/2022</b>	12/16/2022
4128023001	12/02/2022 - 12/15/2022	<b>12/15/2022*</b>	12/30/2022

**THE DATES ABOVE MIGHT CHANGE WHEN PAYROLL TRANSITIONS TO THE NEW PAYROLL SYSTEM AROUND MARCH 2022.**

1. Timesheets **NOT APPROVED** in HRMS by the dates indicated above **WILL NOT** be paid on time and will be processed with the FOLLOWING pay period cycle. **NO EXCEPTIONS.**  
Please pay special attention to dates with asterisks (\*), as timesheets must be approved in HRMS by the specific deadlines indicated in the calendar above.
  
2. Change in direct deposits, tax information and other employee data changes must be submitted to payroll by the same deadline.