

Human Resources/Payroll Deadlines
Calendar Year 2022

2022 Calendar Pay Event	Pay Period Dates From - Through		HR Forms, Web Time Entry & Departmental Time Entry Approvals Due by 3:00 pm	Pay Check Dates
1	12/26/2021	1/8/2022	1/10/2022	1/14/2022
2	1/9/2022	1/22/2022	1/24/2022	1/28/2022
3	1/23/2022	2/5/2022	2/7/2022	2/11/2022
4	2/6/2022	2/19/2022	2/21/2022	2/25/2022
5	2/20/2022	3/5/2022	3/7/2022	3/11/2022
6	3/6/2022	3/19/2022	3/21/2022	3/25/2022
7	3/20/2022	4/2/2022	4/4/2022	4/8/2022
8	4/3/2022	4/16/2022	4/18/2022	4/22/2022
9	4/17/2022	4/30/2022	5/2/2022	5/6/2022
10	5/1/2022	5/14/2022	5/16/2022	5/20/2022
11	5/15/2022	5/28/2022	5/30/2022	6/3/2022
12	5/29/2022	6/11/2022	6/13/2022	6/17/2022
13	6/12/2022	6/25/2022	6/27/2022	7/1/2022
14	6/26/2022	7/9/2022	7/11/2022	7/15/2022
15	7/10/2022	7/23/2022	7/25/2022	7/29/2022
16	7/24/2022	8/6/2022	8/8/2022	8/12/2022
17	8/7/2022	8/20/2022	8/22/2022	8/26/2022
18	8/21/2022	9/3/2022	9/5/2022	9/9/2022
19	9/4/2022	9/17/2022	9/19/2022	9/23/2022
20	9/18/2022	10/1/2022	10/3/2022	10/7/2022
21	10/2/2022	10/15/2022	10/17/2022	10/21/2022
22	10/16/2022	10/29/2022	10/31/2022	11/4/2022
23	10/30/2022	11/12/2022	11/14/2022	11/18/2022
24	11/13/2022	11/26/2022	11/28/2022	12/2/2022
25	11/27/2022	12/10/2022	12/5/2022	12/16/2022
26	12/11/2022	12/24/2022	12/12/2022	12/30/2022
1	12/25/2022	1/7/2023	1/9/2023	1/13/2023

* Adjusted to Holiday Schedule

** Checks will be mailed on December 28th.

To be considered "on time" documents MUST be complete, including attachments, and required signatures. Authorization to hire international employees, including faculty and students, must be approved by the Office of International Student and Scholar services BEFORE the employee begins to work. Actions involving grant funded employees must be approved by the Office of Sponsored Programs.