

Human Resources/Payroll Deadlines
Calendar Year 2022

2022 Calendar Pay Event	Pay Period Dates	From - Through	Web Time Entry & Departmental Time Entry Approvals Due by 3:00 pm	Pay Check Dates
1	12/25/2022	1/7/2023	1/9/2023	1/13/2023
2	1/8/2023	1/21/2023	1/23/2023	1/27/2023
3	1/22/2023	2/4/2023	2/6/2023	2/10/2023
4	2/5/2023	2/18/2023	2/20/2023	2/24/2023
5	2/19/2023	3/4/2023	3/6/2023	3/10/2023
6	3/5/2023	3/18/2023	3/20/2023	3/24/2023
7	3/19/2023	4/1/2023	4/3/2023	4/7/2023
8	4/2/2023	4/15/2023	4/17/2023	4/21/2023
9	4/16/2023	4/29/2023	5/1/2023	5/5/2023
10	4/30/2023	5/13/2023	5/15/2023	5/19/2023
11	5/14/2023	5/27/2023	5/29/2023	6/2/2023
12	5/28/2023	6/10/2023	6/12/2023	6/16/2023
13	6/11/2023	6/24/2023	6/26/2023	6/30/2023
14	6/25/2023	7/8/2023	7/10/2023	7/14/2023
15	7/9/2023	7/22/2023	7/24/2023	7/28/2023
16	7/23/2023	8/5/2023	8/7/2023	8/11/2023
17	8/6/2023	8/19/2023	8/21/2023	8/25/2023
18	8/20/2023	9/2/2023	9/4/2023	9/8/2023
19	9/3/2023	9/16/2023	9/18/2023	9/22/2023
20	9/17/2023	9/30/2023	10/2/2023	10/6/2023
21	10/1/2023	10/14/2023	10/16/2023	10/20/2023
22	10/15/2023	10/28/2023	10/30/2023	11/3/2023
23	10/29/2023	11/11/2023	11/13/2023	11/17/2023
24	11/12/2023	11/25/2023	11/27/2023	12/1/2023
25	11/26/2023	12/9/2023	12/4/2023	12/15/2023
26	12/10/2023	12/23/2023	12/11/2023	12/29/2023
1	12/24/2023	1/6/2024	1/8/2024	1/12/2024

* Adjusted to Holiday Schedule

** Checks will be mailed on December 27th.

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.