

JANUARY 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3 Winter Break DECLARED HOLIDAY	4 Winter Break DECLARED HOLIDAY	5 9:00 am Personnel Action Forms Due in Human Resources Pay Period (12/26/21 to 1/8/22)	6	7 Employees Submit Timesheets and Leave Reports
10 10:00 am Approve Timesheets and Leave Reports	11	12	13	14 ** PAY DAY **
17 Martin Luther King, Jr. Day HOLIDAY	18 9:00 am Personnel Action Forms Due in Human Resources Pay Period (1/9/22 to 1/22/22)	19	20	21 Employees Submit Timesheets and Leave Reports
24 10:00 am Approve Timesheets and Leave Reports	25	26	27	28 ** PAY DAY **
31				

FEBRUARY 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 9:00 am Personnel Action Forms Due in Human Resources Pay Period (1/23/22 to 2/5/22)	2	3	4 Employees Submit Timesheets and Leave Reports
7 10:00 am Approve Timesheets and Leave Reports	8	9	10	11 ** PAY DAY **
14	15 9:00 am Personnel Action Forms Due in Human Resources Pay Period (2/6/22 to 2/19/22)	16	17	18 Employees Submit Timesheets and Leave Reports
21 10:00 am Approve Timesheets and Leave Reports	22	23	24	25 ** PAY DAY **
28				

MARCH 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 9:00 am Personnel Action Forms Due in Human Resources Pay Period (2/20/22 to 3/5/22)	2	3	4 Employees Submit Timesheets and Leave Reports
7 10:00 am Approve Timesheets and Leave Reports	8	9	10	11 ** PAY DAY **
14	15 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/6/22 to 3/19/22)	16	17	18 Employees Submit Timesheets and Leave Reports
21 10:00 am Approve Timesheets and Leave Reports	22	23	24	25 ** PAY DAY **
28	29 9:00 am Personnel Action Forms Due in Human Resources Pay Period (3/20/22 to 4/2/22)	30	31	

APRIL 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Timesheets and Leave Reports
4 10:00 am Approve Timesheets and Leave Reports	5	6	7	8 ** PAY DAY **
11	12 9:00 am Personnel Action Forms Due in Human Resources Pay Period (4/3/22 to 4/16/22)	13	14	15 Employees Submit Timesheets and Leave Reports
18 10:00 am Approve Timesheets and Leave Reports	19	20	21	22 ** PAY DAY **
25	26 9:00 am Personnel Action Forms Due in Human Resources Pay Period (4/17/22 to 4/30/22)	27	28	29 Employees Submit Timesheets and Leave Reports

MAY 2022

Monday		Tuesday		Wednesday		Thursday		Friday	
2	10:00 am Approve Timesheets and Leave Reports	3		4		5		6	** PAY DAY **
9		10	9:00 am Personnel Action Forms Due in Human Resources Pay Period (5/1/22 to 5/14/22)	11		12		13	Employees Submit Timesheets and Leave Reports
16	10:00 am Approve Timesheets and Leave Reports	17		18		19		20	** PAY DAY **
23	9:00 am Personnel Action Forms Due in Human Resources Pay Period (5/15/22 to 5/28/22)	24		25		26	Employees Submit Timesheets and Leave Reports	27	10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
30	Memorial Day HOLIDAY	31							

JUNE 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Personnel Action Forms Due in Human Resources Pay Period (5/29/22 to 6/11/22)	8	9	10 Employees Submit Timesheets and Leave Reports
13 10:00 am Approve Timesheets and Leave Reports	14	15	16	17 ** PAY DAY **
20	21 9:00 am Personnel Action Forms Due in Human Resources Pay Period (6/12/22 to 6/25/22)	22	23	24 Employees Submit Timesheets and Leave Reports
27 10:00 am Approve Timesheets and Leave Reports	28	29	30	

JULY 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ** PAY DAY **
4 Independence Day HOLIDAY	5 9:00 am Personnel Action Forms Due in Human Resources Pay Period (6/26/22 to 7/9/22)	6	7	8 Employees Submit Timesheets and Leave Reports
11 10:00 am Approve Timesheets and Leave Reports	12	13	14	15 ** PAY DAY **
18	19 9:00 am Personnel Action Forms Due in Human Resources Pay Period (7/10/22 to 7/23/22)	20	21	22 Employees Submit Timesheets and Leave Reports
25 10:00 am Approve Timesheets and Leave Reports	26	27	28	29 ** PAY DAY ** (No Insurance Deductions)

AUGUST 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Personnel Action Forms Due in Human Resources Pay Period (7/24/22 to 8/6/22)	3	4	5 Employees Submit Timesheets and Leave Reports
8 10:00 am Approve Timesheets and Leave Reports	9	10	11	12 ** PAY DAY **
15	16 9:00 am Personnel Action Forms Due in Human Resources Pay Period (8/7/22 to 8/20/22)	17	18	19 Employees Submit Timesheets and Leave Reports
22 10:00 am Approve Timesheets and Leave Reports	23	24	25	26 ** PAY DAY **
29 9:00 am Personnel Action Forms Due in Human Resources Pay Period (8/21/22 to 9/3/22)	30	31		

SEPTEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Employees Submit Timesheets and Leave Reports	2 10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)
5 Labor Day HOLIDAY	6	7	8	9 ** PAY DAY **
12	13 9:00 am Personnel Action Forms Due in Human Resources Pay Period (9/4/22 to 9/17/22)	14	15	16 Employees Submit Timesheets and Leave Reports
19 10:00 am Approve Timesheets and Leave Reports	20	21	22	23 ** PAY DAY **
26	27 9:00 am Personnel Action Forms Due in Human Resources Pay Period (9/18/22 to 10/1/22)	28	29	30 Employees Submit Timesheets and Leave Reports

OCTOBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3 10:00 am Approve Timesheets and Leave Reports	4	5	6	7 ** PAY DAY **
10	11 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/2/22 to 10/15/22)	12	13	14 Employees Submit Timesheets and Leave Reports
17 10:00 am Approve Timesheets and Leave Reports	18	19	20	21 ** PAY DAY **
24	25 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/16/22 to 10/29/22)	26	27	28 Employees Submit Timesheets and Leave Reports
31 10:00 am Approve Timesheets and Leave Reports				

NOVEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 ** PAY DAY **
7	8 9:00 am Personnel Action Forms Due in Human Resources Pay Period (10/30/22 to 11/12/22)	9	10	11 Employees Submit Timesheets and Leave Reports Veterans Day HOLIDAY
14 10:00 am Approve Timesheets and Leave Reports	15	16	17	18 ** PAY DAY **
21	22 9:00 am Personnel Action Forms Due in Human Resources Pay Period (11/13/22 to 11/26/22)	23	24 Thanksgiving Day HOLIDAY	25 Employees Submit Timesheets and Leave Reports Day After Thanksgiving HOLIDAY
28 10:00 am Approve Timesheets and Leave Reports	29	30		

DECEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 ** PAY DAY **
5	6 9:00 am Personnel Action Forms Due in Human Resources Pay Period (11/27/22 to 12/10/22)	7	8	9 Employees Submit Timesheets and Leave Reports
12 10:00 am Approve Timesheets and Leave Reports	13 9:00 am Personnel Action Forms Due in Human Resources Pay Period (12/11/22 to 12/24/22)	14	15	16 Employees Submit Timesheets and Leave Reports ** PAY DAY **
19 10:00 am Approve Timesheets and Leave Reports (EARLY PROCESSING)	20	21	22	23
26 Winter Break HOLIDAY	27 Winter Break HOLIDAY	28 Winter Break HOLIDAY	29 Winter Break HOLIDAY	30 Winter Break HOLIDAY ** PAY DAY ** (No Insurance Deductions)