

# January

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**2**

**3**  
HOLIDAY

**4**  
DUE BY NOON  
Hourly Summaries Due:  
Pay Period 12/16/21-  
12/31/21

**5**

**6**

**7**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 1/1/22-1/15/22  
Salary Pay Period  
1/16/22 -1/31/22

**8**

**9**

**10**

**11**

**12**

**13**  
Hourly Summaries  
Available: PPE 1/1/22 -  
1/15/22

**14**  
PAYDAY

**15**

**16**

**17**  
HOLIDAY

**18**  
Hourly Summaries Due:  
Pay Period 1/1/22-  
1/15/22 Salary  
Summaries Due: Pay  
Period 12/1/21-12/31/21

**19**

**20**

**21**

**22**

**23**

**24**  
Paperwork to HRS:  
Hourly Pay Period  
1/16/22-1/31/22 Salary  
Pay Period 2/1/22-  
2/15/22

**25**

**26**

**27**

**28**  
Hourly Summaries  
Available PPE 1/16/22-  
1/31/22 Salary  
Summaries Available:  
PPE 1/1/22-1/31/22

**29**

**30**

**31**  
PAYDAY

2022

# February

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

**4**

**5**

Hourly Summaries Due:  
Pay Period 1/16/22-  
1/31/22

**6**

**7**

**8**

**9**

**10**

**11**

**12**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 2/1/22-2/15/22  
Salary Pay Period  
2/16/22 -2/28/22

**13**

**14**

**15**

**16**

**17**

**18**

**19**

Hourly Summaries  
Available: PPE 2/1/22-  
2/15/22

PAYDAY

Due at NOON  
Hourly Summaries Due:  
Pay Period 2/1/22-  
2/15/22 Salary  
Summaries Due: Pay  
Period 1/1/22-1/31/22

**20**

**21**

**22**

**23**

**24**

**25**

**26**

Paperwork to HRS:  
Hourly Pay Period  
2/16/22-2/28/22 Salary  
Pay Period 3/1/22-  
3/15/22

Hourly Summaries  
Available PPE 2/16/22-  
2/28/22 Salary  
Summaries Available:  
PPE 2/1/22-2/28/22

**27**

**28**

PAYDAY

2022

# March

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 2/16/22-  
2/28/22

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 3/1/22-3/15/22  
Salary Pay Period  
3/16/22 -3/31/22

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 3/1/22-  
3/15/22

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 3/1/22-  
3/15/22 Salary  
Summaries Due: Pay  
Period 2/1/22-2/28/22

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Paperwork to HRS:  
Hourly Pay Period  
3/16/22-3/31/22 Salary  
Pay Period 4/1/22-  
4/15/22

**25**

**26**

**27**

**28**

**29**

**30**

Hourly Summaries  
Available PPE 3/16/22-  
3/31/22 Salary  
Summaries Available:  
PPE 3/1/22-3/31/22

**31**

PAYDAY

2022

# April

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

Hourly Summaries Due:  
Pay Period 3/16/22-  
3/31/22

**3**

**4**

**5**

**6**

**7**

**8**

**9**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/1/22-4/15/22  
Salary Pay Period  
4/16/22 -4/30/22

**10**

**11**

**12**

**13**

**14**

**15**

**16**

Hourly Summaries  
Available: PPE 4/1/22-  
4/15/22

PAYDAY

**17**

**18**

**19**

**20**

**21**

**22**

**23**

Hourly Summaries Due:  
Pay Period 4/1/22-  
4/15/22 Salary  
Summaries Due: Pay  
Period 3/1/22-3/31/22

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/16/22-4/30/22  
Salary Pay Period 5/1/22  
-5/15/22

**24**

**25**

**26**

**27**

**28**

**29**

**30**

Hourly Summaries  
Available PPE 4/16/22-  
4/30/20 Salary  
Summaries Available:  
PPE 4/1/22-4/30/22

PAYDAY

2022

# May

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

Hourly Summaries Due:  
Pay Period 4/16/22-  
4/30/22

**3**

**4**

**5**

**6**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/1/22-5/15/22  
Salary Pay Period  
5/16/22 -5/31/22

**7**

**8**

**9**

**10**

**11**

**12**

Hourly Summaries  
Available: PPE 5/1/22-  
5/15/22

**13**

PAYDAY

**14**

**15**

**16**

Hourly Summaries Due:  
Pay Period 5/1/22-  
5/15/22 Salary  
Summaries Due: Pay  
Period 4/1/22-4/30/22

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/16/22-5/31/22  
Salary Pay Period  
6/1/22- 6/15/22

**25**

**26**

**27**

Hourly Summaries  
Available PPE 5/16/22-  
5/31/22 Salary  
Summaries Available:  
PPE 5/1/22-5/31/22

**28**

**29**

**30**

HOLIDAY

**31**

PAYDAY

2022

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 5/16/22-  
5/31/22

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/1/22-6/15/22  
Salary Pay Period  
6/16/22 -6/30/22

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 6/1/22-  
6/15/22

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 6/1/22-  
6/15/22 Salary  
Summaries Due: Pay  
Period 5/1/22-5/31/22

**17**

**18**

**19**

**20**  
HOLIDAY

**21**

**22**

**23**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/16/22-6/30/22  
Salary Pay Period  
7/1/22-7/15/22

**24**

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available PPE 6/16/22-  
6/30/22 Salary  
Summaries Available:  
PPE 6/1/22-6/30/22

**30**

PAYDAY

2022

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**3**

**4**  
HOLIDAY

**5**

**6**

**7**

**1**  
Hourly Summaries Due:  
Pay Period 6/16/22-  
6/30/22

**2**

**8**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 7/1/22-7/15/22  
Salary Pay Period  
7/16/22 -7/31/22

**9**

**10**

**11**

**12**

**13**

**14**  
Hourly Summaries  
Available: PPE 7/1/22-  
7/15/22

**15**  
PAYDAY

**16**

**17**

**18**  
Hourly Summaries Due:  
Pay Period 7/1/22-  
7/15/22 Salary  
Summaries Due: Pay  
Period 6/1/22-6/30/22

**19**

**20**

**21**

**22**  
Deadline for Paperwork  
to HRS: Hourly Pay  
Period 7/16/22-7/31/22  
Salary Pay Period  
8/1/22- 8/15/22

**23**

**24**

**25**

**26**

**27**

**28**  
Hourly Summaries  
Available PPE 7/16/22-  
7/31/22 Salary  
Summaries Available:  
PPE 7/1/22-7/31/22

**29**  
PAYDAY

**30**

2022

# August

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay Period 7/16/22-  
7/31/22

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/1/22-8/15/22  
Salary Pay Period  
8/16/22 -8/31/22

**9**

**10**

**11**

**12**

Hourly Summaries  
Available: PPE 8/1/22-  
8/15/22

**13**

**14**

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 8/1/22-  
8/15/22 Salary  
Summaries Due: Pay  
Period 7/1/22-7/31/22

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/16/22-8/31/22  
Salary Pay Period  
9/1/22- 9/15/22

**25**

**26**

**27**

**28**

**29**

**30**

Hourly Summaries  
Available PPE 8/16/22-  
8/31/22 Salary  
Summaries Available:  
PPE 8/1/22-8/31/22

**31**

PAYDAY

2022



# September

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 8/16/212-  
8/31/22

**2**

**3**

**4**

**5**  
HOLIDAY

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/1/22-9/15/22  
Salary Pay Period  
9/16/22 -9/30/22

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 9/1/22-  
9/15/22

PAYDAY

**15**

**16**

Hourly Summaries Due:  
Pay Period 9/1/22-  
9/15/22 Salary  
Summaries Due: Pay  
Period 8/1/22-8/31/22

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/16/22-9/30/22  
Salary Pay Period  
10/1/22 -10/15/22

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available PPE 9/16/22-  
9/30/22 Salary  
Summaries Available:  
PPE 9/1/22-9/30/22

**30**  
PAYDAY

2022

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b> Hourly Summaries Due: Pay Period 9/16/22- 9/30/22	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Deadline for Paperwork to HRS: Hourly Pay Period 10/1/22-10/15/22 Salary Pay Period 10/16/22 -10/31/22	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Hourly Summaries Available: PPE 10/1/22-10/15/22	<b>14</b> PAYDAY	<b>15</b>
<b>16</b>	<b>17</b> Hourly Summaries Due: Pay Period 10/1/22- 10/15/22 Salary Summaries Due: Pay Period 9/1/22-9/30/22	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> Deadline for Paperwork to HRS: Hourly Pay Period 10/16/22- 10/31/22 Salary Pay Period 11/1/22 - 11/15/22	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Hourly Summaries Available PPE 10/16/22- 10/31/22 Salary Summaries Available: PPE 10/1/22-10/31/22	<b>29</b>
<b>30</b>	<b>31</b> PAYDAY					

2022

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> Hourly Summaries Due: Pay Period 10/16/22- 10/31/22	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> Deadline for Paperwork to HRS: Hourly Pay Period 11/1/22-11/15/22 Salary Pay Period 11/16/22 -11/30/22	<b>8</b> HOLIDAY	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Hourly Summaries Available: PPE 11/1/22-11/15/22	<b>15</b> PAYDAY	<b>16</b> Hourly Summaries Due: Pay Period 11/1/22- 11/15/22 Salary Summaries Due: Pay Period 10/1/22-10/31/22	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> Deadline for Paperwork to HRS: Hourly Pay Period 11/16/22- 11/30/22 Salary Pay Period 12/1/22 - 12/15/22	<b>23</b>	<b>24</b> HOLIDAY	<b>25</b> FLOATING HOLIDAY	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> Hourly Summaries Available PPE 11/16/22- 11/30/22 Salary Summaries Available: PPE 11/1/22-11/30/22	<b>30</b> PAYDAY			

2022

# December

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

Hourly Summaries Due:  
Pay Period 11/16/22-  
11/30/22

**4**

**5**

**6**

**7**

**8**

**9**

**10**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 12/1/22-12/15/22  
Salary Pay Period  
12/16/22 -12/31/22

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
12/1/22-12/15/22

PAYDAY

**15**

**16**

**17**

DUE BY NOON  
Hourly Summaries Due:  
Pay Period 12/1/22-  
12/15/22 Salary  
Summaries Due: Pay  
Period 11/1/22-11/30/22

**18**

**19**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 12/16/22 -  
12/31/22 Salary Pay  
Period 1/1/23 -1/15/23

**20**

**21**

Hourly Summaries  
Available PPE 12/16/22-  
12/31/22 Salary  
Summaries Available:  
PPE 12/1/22-12/31/22

**22**

ADMINISTRATIVE  
CLOSURE

**23**

ADMINISTRATIVE  
CLOSURE

**24**

**25**

**26**

HOLIDAY

**27**

FLOATING HOLIDAY

**28**

ADMINISTRATIVE  
CLOSURE

**29**

ADMINISTRATIVE  
CLOSURE

**30**

ADMINISTRATIVE  
CLOSURE

**31**

PAYDAY

**2022**