

**B1 Payroll Schedule**  
**January 2022 - December 2022**

| Period          | Start Date | End Date  | Pay Date         | Payroll Run Day  | <b>Deadlines are 5:00 PM</b>       |                                                |
|-----------------|------------|-----------|------------------|------------------|------------------------------------|------------------------------------------------|
|                 |            |           |                  |                  | Manager Timecard Approval Deadline | Deadline for Documents to HRSC to Meet Payroll |
| 1 2022 Bi-Week  | 19-Dec-21  | 1-Jan-22  | 7-Jan-22         | 4-Jan-22         | <b>Stat - 03-Jan-22</b>            | 19-Dec-21                                      |
| 2 2022 Bi-Week  | 2-Jan-22   | 15-Jan-22 | 21-Jan-22        | 18-Jan-22        | 17-Jan-22                          | 2-Jan-22                                       |
| 3 2022 Bi-Week  | 16-Jan-22  | 29-Jan-22 | 4-Feb-22         | 1-Feb-22         | 31-Jan-22                          | 16-Jan-22                                      |
| 4 2022 Bi-Week  | 30-Jan-22  | 12-Feb-22 | 18-Feb-22        | 15-Feb-22        | 14-Feb-22                          | 30-Jan-22                                      |
| 5 2022 Bi-Week  | 13-Feb-22  | 26-Feb-22 | 4-Mar-22         | 1-Mar-22         | 28-Feb-22                          | 13-Feb-22                                      |
| 6 2022 Bi-Week  | 27-Feb-22  | 12-Mar-22 | 18-Mar-22        | 15-Mar-22        | 14-Mar-22                          | 27-Feb-22                                      |
| 7 2022 Bi-Week  | 13-Mar-22  | 26-Mar-22 | 1-Apr-22         | 29-Mar-22        | <b>28-Mar-22</b>                   | 13-Mar-22                                      |
| 8 2022 Bi-Week  | 27-Mar-22  | 9-Apr-22  | <b>14-Apr-22</b> | <b>11-Apr-22</b> | <b>7-Apr-22</b>                    | <b>27-Mar-22</b>                               |
| 9 2022 Bi-Week  | 10-Apr-22  | 23-Apr-22 | 29-Apr-22        | 26-Apr-22        | 25-Apr-22                          | 10-Apr-22                                      |
| 10 2022 Bi-Week | 24-Apr-22  | 7-May-22  | 13-May-22        | 10-May-22        | 9-May-22                           | 24-Apr-22                                      |
| 11 2022 Bi-Week | 8-May-22   | 21-May-22 | 27-May-22        | 24-May-22        | <b>Stat - 23-May-22</b>            | 8-May-22                                       |
| 12 2022 Bi-Week | 22-May-22  | 4-Jun-22  | 10-Jun-22        | 7-Jun-22         | 6-Jun-22                           | 22-May-22                                      |
| 13 2022 Bi-Week | 5-Jun-22   | 18-Jun-22 | 24-Jun-22        | 21-Jun-22        | 20-Jun-22                          | 5-Jun-22                                       |
| 14 2022 Bi-Week | 19-Jun-22  | 2-Jul-22  | 8-Jul-22         | 5-Jul-22         | 4-Jul-22                           | 19-Jun-22                                      |
| 15 2022 Bi-Week | 3-Jul-22   | 16-Jul-22 | 22-Jul-22        | 19-Jul-22        | 18-Jul-22                          | 3-Jul-22                                       |
| 16 2022 Bi-Week | 17-Jul-22  | 30-Jul-22 | 5-Aug-22         | 2-Aug-22         | <b>Stat - 01-Aug-22</b>            | 17-Jul-22                                      |
| 17 2022 Bi-Week | 31-Jul-22  | 13-Aug-22 | 19-Aug-22        | 16-Aug-22        | 15-Aug-22                          | 31-Jul-22                                      |
| 18 2022 Bi-Week | 14-Aug-22  | 27-Aug-22 | 2-Sep-22         | 30-Aug-22        | 29-Aug-22                          | 14-Aug-22                                      |
| 19 2022 Bi-Week | 28-Aug-22  | 10-Sep-22 | 16-Sep-22        | 13-Sep-22        | 12-Sep-22                          | 28-Aug-22                                      |
| 20 2022 Bi-Week | 11-Sep-22  | 24-Sep-22 | <b>29-Sep-22</b> | <b>26-Sep-22</b> | <b>23-Sep-22</b>                   | 11-Sep-22                                      |
| 21 2022 Bi-Week | 25-Sep-22  | 8-Oct-22  | 14-Oct-22        | 11-Oct-22        | <b>Stat - 10-Oct-22</b>            | 25-Sep-22                                      |
| 22 2022 Bi-Week | 9-Oct-22   | 22-Oct-22 | 28-Oct-22        | 25-Oct-22        | 24-Oct-22                          | 9-Oct-22                                       |
| 23 2022 Bi-Week | 23-Oct-22  | 5-Nov-22  | <b>10-Nov-22</b> | <b>7-Nov-22</b>  | <b>4-Nov-22</b>                    | 23-Oct-22                                      |
| 24 2022 Bi-Week | 6-Nov-22   | 19-Nov-22 | 25-Nov-22        | 22-Nov-22        | 21-Nov-22                          | 6-Nov-22                                       |
| 25 2022 Bi-Week | 20-Nov-22  | 3-Dec-22  | 9-Dec-22         | 6-Dec-22         | 5-Dec-22                           | 20-Nov-22                                      |
| 26 2022 Bi-Week | 4-Dec-22   | 17-Dec-22 | 23-Dec-22        | 20-Dec-22        | 19-Dec-22                          | 4-Dec-22                                       |

Pay Period 27-Mar-22 to 09-Apr-22 will be paid on **Thursday, April 14, 2022**  
Pay Period 11-Sep-22 to 24-Sep-22 will be paid on **Thursday, September 29, 2022**  
Pay Period 23-Oct-22 to 05-Nov-22 will be paid on **Thursday, November 10, 2022**

Manager Approval Deadlines may be affected by Stats:  
- **03-Jan-22 / 23-May-22 / 01-Aug-22 / 10-Oct-22**

Manager Approval Deadlines for Pay Period 11-Sep-22 to 24-Sep-22 is **23-Sep-22**  
Manager Approval Deadlines for Pay Period 23-Oct-22 to 5-Nov-22 is **4-Nov-22**

**\*\* See Communication regarding Fiscal Year End Timecard Requirements**