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Date: October 1, 2021
To: All Department Heads/Employee responsible for preparing payroll
From: Jessica Wallace, Payroll Coordinator
Subject: Timesheet Deadlines

The following represents the payroll cutoff dates for **2022**. Timesheets are due into the Finance Department by **9:00 A.M.** the following day.

Exception: The payrolls that are processed during a shortened holiday week are noted (*) and are due by **9:00 a.m.** on the Friday **before** the cutoff unless otherwise noted.

BI-WEEKLY PAYROLL

January 2, 2022	*July 3, 2022
*January 16, 2022	July 17, 2022
January 30, 2022	July 31, 2022
February 13, 2022	August 14, 2022
February 27, 2022	August 28, 2022
March 13, 2022	September 11, 2022
March 27, 2022	September 25, 2022
April 10, 2022	October 9, 2022
April 24, 2022	October 23, 2022
May 8, 2022	November 6, 2022
May 22, 2022	*November 20, 2022
June 5, 2022	December 4, 2022
June 19, 2022	*December 18, 2022

MONTHLY PAYROLL

*January 16, 2022	July 3, 2022
February 13, 2022	July 31, 2022
March 13, 2022	August 28, 2022
April 10, 2022	September 25, 2022
May 8, 2022	October 23, 2022
June 5, 2022	* November 20, 2022
	* December 18, 2022

*****Dates marked with an asterisk are due as follows:**

November 20, 2022	Due Wednesday November 16 2022
December 18, 2022	Due Wednesday, December 14, 2022