

TO: ALL ADMINISTRATION, FACULTY AND HOURLY STAFF

FROM: ALLI SHINKLE

DATE: JUNE 8, 2022

RE: PAYROLL SCHEDULE

The Business Office has established the following payroll schedule for the 2022-2023 year. The schedule reflects the date that electronic timecards must be submitted AND approved for each pay period as well as pay dates.

Timecards must be submitted by the employee and approved by the supervisor **no later than noon on the scheduled date below.** Please record these dates on your calendar.

<b>PAY PERIOD</b>	<b>SUBMIT/SUPERVISOR APPROVED BY <u>NOON</u></b>	<b>PAY DAY</b>
June 26 – July 9	July 11	July 15
July 10 – July 23	July 25	July 29
July 24 – August 6	August 8	August 12
August 7 – August 20	August 22	August 26
August 21 – September 3	September 6	September 9
September 4 – September 17	September 19	September 23
September 18 – October 1	October 3	October 7
October 2 – October 15	October 17	October 21
October 16 – October 29	October 31	November 4
October 30 – November 12	November 14	November 18
November 13 – November 26	November 28	December 2
November 27 – December 10	December 12	December 16
December 11 – December 24	December 19	December 30
December 25 – January 7	January 9	January 13
January 8 – January 21	January 23	January 27
January 22 – February 4	February 6	February 10
February 5 – February 18	February 20	February 24
February 19 – March 4	March 6	March 10
March 5 – March 18	March 20	March 24
March 19 – April 1	April 3	April 7
April 2 – April 15	April 17	April 21
April 16 – April 29	May 1	May 5
April 30 – May 13	May 15	May 19
May 14 – May 27	May 30	June 2
May 28 – June 10	June 12	June 16
June 11 – June 24	June 26	June 30

If you have any questions regarding this schedule, please contact me at extension 2124.