

2022 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2022.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
22A	12/16/21 - 12/31/21	12/22/21	01/03/22	01/07/22
22B	01/01/22 - 01/15/22	01/13/22	01/14/22	01/21/22
22C	01/16/22 - 01/31/22	01/31/22	02/01/22	02/07/22
22D	02/01/22 - 02/15/22	02/14/22	02/15/22	02/22/22
22E	02/16/22 - 02/28/22	02/28/22	03/01/22	03/07/22
22F	03/01/22 - 03/15/22	03/15/22	03/16/22	03/22/22
22G	03/16/22 - 03/31/22	03/31/22	04/01/22	04/07/22
22H	04/01/22 - 04/15/22	04/14/22	04/18/22	04/22/22
22I	04/16/22 - 04/30/22	04/29/22	05/02/22	05/06/22
22J	05/01/22 - 05/15/22	05/16/22	05/17/22	05/23/22
22K	05/16/22 - 05/31/22	05/31/22	06/01/22	06/07/22
22L	06/01/22 - 06/15/22	06/15/22	06/16/22	06/22/22
22M	06/16/22 - 06/30/22	06/28/22	06/29/22	07/07/22
22N	07/01/22 - 07/15/22	07/15/22	07/18/22	07/22/22
22O	07/16/22 - 07/31/22	08/01/22	08/02/22	08/08/22
22P	08/01/22 - 08/15/22	08/15/22	08/16/22	08/22/22
22Q	08/16/22 - 08/31/22	08/30/22	08/31/22	09/07/22
22R	09/01/22 - 09/15/22	09/15/22	09/16/22	09/22/22
22S	09/16/22 - 09/30/22	09/30/22	10/03/22	10/07/22
22T	10/01/22 - 10/15/22	10/14/22	10/17/22	10/21/22
22U	10/16/22 - 10/31/22	10/31/22	11/01/22	11/07/22
22V	11/01/22 - 11/15/22	11/15/22	11/16/22	11/22/22
22W	11/16/22 - 11/30/22	11/30/22	12/01/22	12/07/22
22X	12/01/22 - 12/15/22	12/15/22	12/16/22	12/22/22

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on Workday.

Employees not set up with direct deposit as payment election will receive a live check mailed to address of record.