

Monthly Pay Frequency - Associated Deadlines in 2022

Pay Period	Pay Dates	HR Workflow – Final Approval	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information	Timekeeper Entry and Self-service Approver		Gross Pay Registers Available on
		Deadline at 7:00 PM on	Deadlines at 7:00 PM on	Deadlines for MOR* and MPP* Paygroups at 10am on		
JANUARY	MONDAY 01-31-22	01-19-2022	01-19-2022	Thursday	01-20-2022	01-21-2022
FEBRUARY	MONDAY 02-28-22	02-16-2022	02-16-2022	Thursday	02-17-2022	02-18-2022
MARCH	THURSDAY 03-31-22	03-27-2022	03-27-2022	Monday	03-28-2022	03-29-2022
APRIL	FRIDAY 04-29-22	04-25-2022	04-25-2022	Tuesday	04-26-2022	04-27-2022
MAY	TUESDAY 05-31-22	05-25-2022	05-25-2022	Thursday	05-26-2022	05-27-2022
JUNE	THURSDAY 06-30-22	06-22-2022	06-22-2022	Thursday	06-23-2022	06-24-2022
JULY	FRIDAY 07-29-22	07-20-2022	07-20-2022	Thursday	07-21-2022	07-22-2022
AUGUST	WEDNESDAY 08-31-22	08-24-2022	08-24-2022	Thursday	08-25-2022	08-26-2022
SEPTEMBER	FRIDAY 09-30-22	09-26-2022	09-26-2022	Tuesday	09-27-2022	09-28-2022
OCTOBER	MONDAY 10-31-22	10-25-2022	10-25-2022	Wednesday	10-26-2022	10-27-2022
NOVEMBER	WEDNESDAY 11-30-22	11-21-2022	11-21-2022	Tuesday	11-22-2022	11-23-2022
DECEMBER	FRIDAY 12-30-22	12-21-2022 Early Deadline	12-21-2022 Early Deadline	Thursday 12-22-2022 Early Deadline		12-23-2022 Early Availability
Data entry/approval available again when Gross Pay Register available.						

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-20-22 deadline above and processed with the January monthly payroll.