

BI-WEEKLY PAYROLL SCHEDULE 2021-2022

Payroll ID	Pay Period Begin Date	Pay Period End Date	## Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20222R01	Jun 12	Jun 25	Jun 29	*June 30	*July 1	Jul 09	Jul 13	Jul 16	
20222R02	Jun 26	Jul 09	Jul 13	Jul 15	Jul 16	Jul 23	Jul 27	Jul 30	Independence Day Mon Jul 5
20222R03	Jul 10	Jul 23	Jul 27	Jul 29	Jul 30	Aug 06	Aug 10	Aug 13	
20222R04	Jul 24	Aug 06	Aug 10	Aug 12	Aug 13	Aug 20	Aug 24	Aug 27	
20222R05	Aug 07	Aug 20	Aug 24	Aug 26	Aug 27	Sep 03	Sep 07	Sep 10	
20222R06	Aug 21	Sep 03	Sep 07	Sep 09	Sep 10	Sep 17	Sep 21	Sep 24	
20222R07	Sep 04	Sep 17	Sep 21	Sep 23	Sep 24	Oct 01	Oct 05	Oct 08	
20222R08	Sep 18	Oct 01	Oct 05	Oct 07	Oct 08	Oct 15	Oct 19	Oct 22	
20222R09	Oct 02	Oct 15	Oct 19	Oct 21	Oct 22	Oct 29	Nov 02	Nov 05	
20222R10	Oct 16	Oct 29	Nov 02	Nov 04	Nov 05	Nov 12	Nov 16	Nov 19	
20222R11	Oct 30	Nov 12	Nov 16	*Nov 17	*Nov 18	*Nov 24	Nov 30	Dec 03	
20222R12	Nov 13	Nov 26	Nov 30	Dec 02	Dec 03	Dec 10	Pay 2R13	Dec 22	Thanksgiving Nov 25 - 26
20222R13	Nov 27	Dec 10	*Dec 13	*Dec 14	*Dec 15	*Dec 22	Pay 2R14	Jan 07	
20222R14	Dec 11	Dec 24	*Jan 01	*Jan 02	*Jan 03	Jan 07	Jan 11	Jan 14	Winter Break Dec 24 - Dec 31
20222R15	Dec 25	Jan 07	Jan 11	*Jan 12	*Jan 13	Jan 21	Jan 25	Jan 28	Winter Break Dec 24 - Dec 31
20222R16	Jan 08	Jan 21	Jan 25	Jan 27	Jan 28	Feb 04	Feb 08	Feb 11	ML King Jr. Mon Jan 17
20222R17	Jan 22	Feb 04	Feb 08	Feb 10	Feb 11	Feb 18	Feb 22	Feb 25	
20222R18	Feb 05	Feb 18	Feb 22	Feb 24	Feb 25	Mar 04	Mar 08	Mar 11	
20222R19	Feb 19	Mar 04	Mar 08	Mar 10	Mar 11	Mar 18	Mar 22	Mar 25	
20222R20	Mar 05	Mar 18	Mar 22	Mar 24	Mar 25	Apr 01	Apr 05	Apr 08	
20222R21	Mar 19	Apr 01	Apr 05	Apr 07	Apr 08	Apr 15	Apr 19	Apr 22	
20222R22	Apr 02	Apr 15	Apr 19	Apr 21	Apr 22	Apr 29	May 03	May 06	
20222R23	Apr 16	Apr 29	May 03	May 05	May 06	May 13	May 17	May 20	
20222R24	Apr 30	May 13	May 17	May 19	May 20	May 27	May 31	Jun 03	
20222R25	May 14	May 27	May 31	Jun 02	Jun 03	Jun 10	Jun 14	Jun 17	
20222R26	May 28	Jun 10	Jun 14	Jun 16	Jun 17	Jun 24	Jun 28	Jul 01	Memorial Day Mon May 30

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays