



## PAYROLL SCHEDULE 2022

The district is considered a monthly remitter by the Internal Revenue Service. As such, earnings must be reported during the period in which they are earned. Employees must promptly turn in timecards to the Timekeeper, who must enter time daily whenever possible and avoid waiting until the deadline date to enter hours, absences and leave. The Payroll Department appreciates your support.

PAY DAY	ON/OFF CYCLE	EARNINGS & TIMEKEEPER DEADLINES
January 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, January 3, 2022
January 31, 2022	ON	Monthly salaried earnings for January 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, January 18, 2022
February 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, February 1, 2022
February 28, 2022	ON	Monthly salaried earnings for February 1-28, 2022, plus all hourly earnings to be reported by 5:00pm, February 16, 2022
March 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, March 1, 2022
March 31, 2022	ON	Monthly salaried earnings for March 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, March 16, 2022
April 8, 2022	OFF	All hourly earnings to be reported by 5:00pm, April 1, 2022
April 29, 2022	ON	Monthly salaried earnings for April 1-30, 2022, plus all hourly earnings to be reported by 5:00pm, April 18, 2022
May 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, May 2, 2022
May 31, 2022	ON	Monthly salaried earnings for May 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, May 16, 2022
June 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, June 1, 2022
June 30, 2022	ON	Monthly salaried earnings for June 1-30, 2022, plus all hourly earnings to be reported by 5:00pm, June 16, 2022
July 8, 2022	OFF	All hourly earnings to be reported by 5:00pm, July 1, 2022
July 29, 2022	ON	Monthly salaried earnings for July 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, July 18, 2022
August 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, August 1, 2022
August 31, 2022	ON	Monthly salaried earnings for August 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, August 16, 2022
September 9, 2022	OFF	All hourly earnings to be reported by 5:00pm, September 1, 2022
September 30, 2022	ON	Monthly salaried earnings for September 1-30, 2022, plus all hourly earnings to be reported by 5:00pm, September 16, 2022
October 7, 2022	OFF	All hourly earnings to be reported by 5:00pm, October 3, 2022
October 31, 2022	ON	Monthly salaried earnings for October 1-31, 2022, plus all hourly earnings to be reported by Timekeeper deadline: 5:00pm, October 17, 2022
November 10, 2022	OFF	All hourly earnings to be reported by 5:00pm, November 1, 2022
November 30, 2022	ON	Monthly salaried earnings for November 1-30, 2022, plus all hourly earnings to be reported by 5:00pm, November 16, 2022
December 9, 2022	OFF	All hourly earnings to be reported by 5:00pm, December 1, 2022
December 29, 2022	ON	Monthly salaried earnings for December 1-31, 2022, plus all hourly earnings to be reported by 5:00pm, December 16, 2022