



Arts and Sciences

2022 HR Processing Dates and Deadlines

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Saturday, January 15, 2022	Wednesday, December 1, 2021	Wednesday, December 8, 2021	January 14 (current)
			January 31 (lag)
Monday, January 31, 2022	Thursday, December 30, 2021	Thursday, January 6, 2022	January 31 (current)
			February 15 (lag)
Tuesday, February 15, 2022	Wednesday, January 12, 2022	Wednesday, January 19, 2022	February 15 (current)
			February 28 (lag)
Monday, February 28, 2022	Friday, January 28, 2021	Friday, February 4, 2022	February 28 (current)
			March 15 (lag)
Tuesday, March 15, 2022	Monday, February 14, 2021	Monday, February 21, 2022	March 15 (current)
			March 31 (lag)
Thursday, March 31, 2022	Wednesday, March 2, 2021	Wednesday, March 9, 2022	March 31 (current)
			April 15 (lag)
Friday, April 15, 2022	Thursday, March 17, 2021	Thursday, March 24, 2022	April 15 (current)
			April 29 (lag)
Saturday, April 30, 2022	Thursday, March 31, 2022	Thursday, April 7, 2022	Apr 29 (current)
			May 13 (lag)
Sunday, May 15, 2022	Thursday, April 14, 2022	Thursday, April 21, 2022	May 13 (current)
			May 31 (lag)
Tuesday, May 31, 2022	Friday, April 29, 2022	Friday, May 6, 2022	May 31 (current)
			June 15 (lag)
Wednesday, June 15, 2022	Tuesday, May 17, 2022	Tuesday, May 24, 2022	June 15 (current)
			June 30 (lag)
Thursday, June 30, 2022	Wednesday, June 1, 2022	Wednesday, June 8, 2022	June 30 (current)
			Jul 15 (lag)
Friday, July 15, 2022	Tuesday, June 14, 2022	Tuesday, June 21, 2022	Jul 15 (current)
			Jul 29 (lag)
Sunday, July 31, 2022	Thursday, June 30, 2022	Thursday, July 7, 2022	Jul 29 (current)
			Aug 15 (lag)
Monday, August 15, 2022	Monday, July 11, 2022	Monday, July 18, 2022	Aug 15 (current)
			Aug 31 (lag)
Wednesday, August 31, 2022	Tuesday, July 26, 2022	Tuesday, August 2, 2022	Aug 31 (current)
			Sep 15 (lag)
Thursday, September 15, 2022	Thursday, August 11, 2022	Thursday, August 18, 2022	Sep 15 (current)
			Sep 30 (lag)
Friday, September 30, 2022	Thursday, September 1, 2022	Thursday, September 8, 2022	Sep 30 (current)
			Oct 14 (lag)

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Saturday, October 15, 2022	Thursday, September 15, 2022	Thursday, September 22, 2022	Oct 14 (current)
			Oct 31 (lag)
Monday, October 31, 2022	Friday, September 30, 2022	Friday, October 7, 2022	Oct 31 (current)
			Nov 15 (lag)
Tuesday, November 15, 2022	Tuesday, November 8, 2022	Friday, October 21, 2022	Nov 15 (current)
			Nov 30 (lag)
Wednesday, November 30, 2022	Friday, October 28, 2022	Friday, November 4, 2022	Nov 30 (current)
			Dec 15 (lag)
Thursday, December 15, 2022	Friday, November 11, 2022	Friday, November 18, 2022	Dec 15 (current)
			Dec 22 (lag)
Saturday, December 31, 2022	Wednesday, November 23, 2022	Wednesday, November 30, 2022	Dec 22 (current)
			Jan 15 (lag)

***During high volume periods, at the beginning and end of each academic semester, additional time may be requested for processing.**

IMPORTANT: Actions received after these deadlines may not be processed until the next payroll. Separations and Leave Without Pay (LWOP) transactions received after the deadline may result in **salary overpayment** to the employee. Please ensure reappointments for Research Grant/Time Limited employees are received by the deadline and prior to the end date of the position to ensure they do not auto-terminate.