

Pay Number	Pay Period Start	Pay Period End	Payment Actions Deadline	Kronos Deadline	Payroll Start Date	Pay Date
1	1/1/2022	1/15/2022	12/23/2021	1/4/2022	1/6/2022	1/14/2022
2	1/16/2022	1/31/2022	1/14/2022	1/18/2022	1/21/2022	1/31/2022
3	2/1/2022	2/15/2022	1/31/2022	2/1/2022	2/7/2022	2/15/2022
4	2/16/2022	2/28/2022	2/15/2022	2/16/2022	2/18/2022	2/28/2022
5	3/1/2022	3/15/2022	2/28/2022	3/1/2022	3/7/2022	3/15/2022
6	3/16/2022	3/31/2022	3/15/2022	3/16/2022	3/23/2022	3/31/2022
7	4/1/2022	4/15/2022	3/31/2022	4/1/2022	4/7/2022	4/15/2022
8	4/16/2022	4/30/2022	4/14/2022	4/18/2022	4/21/2022	4/29/2022
9	5/1/2022	5/15/2022	4/29/2022	5/2/2022	5/5/2022	5/13/2022
10	5/16/2022	5/31/2022	5/13/2022	5/16/2022	5/23/2022	5/31/2022
11	6/1/2022	6/15/2022	5/31/2022	6/1/2022	6/7/2022	6/15/2022
12	6/16/2022	6/30/2022	6/14/2022	6/16/2022	6/17/2022	6/30/2022
13	7/1/2022	7/15/2022	6/30/2022	7/1/2022	7/7/2022	7/15/2022
14	7/16/2022	7/31/2022	7/14/2022	7/18/2022	7/21/2022	7/29/2022
15	8/1/2022	8/15/2022	7/29/2022	8/1/2022	8/5/2022	8/15/2022
16	8/16/2022	8/31/2022	8/15/2022	8/16/2022	8/23/2022	8/31/2022
17	9/1/2022	9/15/2022	8/31/2022	9/1/2022	9/7/2022	9/15/2022
18	9/16/2022	9/30/2022	9/14/2022	9/16/2022	9/22/2022	9/30/2022
19	10/1/2022	10/15/2022	9/29/2022	10/3/2022	10/6/2022	10/14/2022
20	10/16/2022	10/31/2022	10/13/2022	10/17/2022	10/21/2022	10/31/2022
21	11/1/2022	11/15/2022	10/31/2022	11/1/2022	11/7/2022	11/15/2022
22	11/16/2022	11/30/2022	11/15/2022	11/16/2022	11/18/2022	11/30/2022
23	12/1/2022	12/15/2022	11/29/2022	12/1/2022	12/7/2022	12/15/2022
24	12/16/2022	12/31/2022	12/13/2022	12/16/2022	12/19/2022	12/30/2022

IMPORTANT NOTES:

1) How time is paid each semi-monthly pay cycle:

Salaried (Exempt) employees are paid to date- Example 1/14/22 pay date pays for time worked 1/1-1/15.

Hourly (Nonexempt) employees are paid regular wages to date, but overtime is paid one pay period in arrears-

Example regular hours worked for 1/14/22 pay date covers time worked 1/1 thru 1/15,

but overtime is paid from time worked 12/16/21-12/31/21.

P/T & Students are paid all hours 1 pay period behind- Example 1/14/22 pay date pays 12/16/21-12/31-21.

2) What is included in Payment Actions:

Payment Actions include everything that effects an employee's payroll-

Examples: Overage Pay, Secondary Positions, Stipends, Promotions, etc.

3) When are other employee changes due to ensure timely processing in payroll?

Other employee changes such as changes to a position or termination employment should follow the Payment Action deadlines.