

**PAYROLL SCHEDULE RETENTION AND AUTOMATIC PAYMENTS**

<b>PAY DATE</b>	<b>EMPLOYEES PAID BY TIMESHEET - PERIOD TO BE PAID</b>	<b>PAY PERIOD FOR REGULAR AUTOMATIC PAYMENTS</b>	<b>DEADLINE FOR FINAL SUBMISSION, INCLUDING APPROVAL SIGNATURES - 1:00 PM</b>
December 23, 2021	November 28 to December 11, 2021	December 12 to 25, 2021	December 16, 1:00 pm
January 6, 2022	December 12 to 25, 2021	December 26, 2021 to January 8, 2022	December 29, 2021 - 1:00 pm
January 20, 2022	December 26, 2021 to January 8, 2022	January 9 to 22, 2022	January 12, 2022 - 5:00 pm
February 3, 2022	January 9 to 22, 2022	January 23 to February 5, 2022	January 27, 2021 - 1:00 pm
February 17, 2022	January 23 to February 5, 2022	February 6 to 19, 2022	February 10, 2021 - 1:00 pm
March 3, 2022	February 6 to 19, 2022	February 20 to March 5, 2022	February 24, 2022 - 1:00 pm
March 17, 2022	February 20 to March 5, 2022	March 6 to 19, 2022	March 10, 2022 - 1:00 pm
March 31, 2022	March 6 to 19, 2022	March 20 to April 2, 2022	March 24, 2022 - 1:00 pm
April 14, 2022	March 20 to April 2, 2022	April 3 to 16, 2022	April 7, 2022 - 1:00 pm
April 28, 2022	April 3 to 16, 2022	April 17 to 30, 2022	April 21, 2022 - 1:00 pm
May 12, 2022	April 17 to 30, 2022	May 1 to 14, 2022	May 5, 2022 - 1:00 pm
May 26, 2022	May 1 to 14, 2022	May 15 to 28, 2022	May 18, 2022 - 1:00 pm
June 9, 2022	May 15 to 28, 2022	May 29 to June 11, 2022	June 2, 2022 - 1:00 pm
June 23, 2022	May 29 to June 11, 2022	June 12 to 25, 2022	June 16, 2022 - 1:00 pm
July 7, 2022	June 12 to 25, 2022	June 26 to July 9, 2022	June 29, 2022 - 1:00 pm

**Important information:**

The payroll cut-off is generally the Thursday of the week prior to the payment date at 1:00 pm. Exceptions are highlighted and indicated.

**Changes to regular transmission**

**Modifications to the cut-off day and time are highlighted**

Please note the payroll cut-off is the latest time to which Payroll Services will accept and process employee paperwork (contracts, new employee files, timesheets and absences, etc.) will be processed.