

**PAYROLL CALENDAR  
MONTHLY PAID EMPLOYEES  
2022**

MONTHLY		
YEAR	PR #	CHECK DATE
2022	1	JAN 3 2022 MONDAY
2022	2	FEB 1 2022 TUESDAY
2022	3	MAR 1 2022 TUESDAY
2022	4	APR 1 2022 FRIDAY
2022	5	MAY 2 2022 MONDAY
2022	6	JUNE 1 2022 WEDNESDAY
2022	7	JULY 1 2022 FRIDAY
2022	8	AUG 1 2022 MONDAY
2022	9	SEPT 1 2022 THURSDAY
2022	10	SEPT 30 2022 FRIDAY
2022	11	NOV 1 2022 TUESDAY
2022	12	DEC 1 2022 THURSDAY

**Monthly Leave Reports must be approved by 11:59 pm on the  
5th of each month.**

**All changes to the monthly payroll must be delivered to HR prior  
to the 20th of the month.**