

**2022 WORKDAY PAYROLL SCHEDULE FOR: Student Workers, Temporary Hourly,  
Intermittent Classified, Special Pay, Letter of Appointment Hourly**

<b>WORKDAY</b>			
<b>Pay Period Covered</b>	<b>Employee to Submit time to Supervisor no later than</b>	<b>Supervisor to approve no later than</b>	<b>Payday</b>
12/16/21 – 12/31/21	1 <sup>st</sup>	Jan 03, 2022	01/10/22
01/01/22 – 01/15/22	16 <sup>th</sup>	Jan 18, 2022	01/25/22
01/16/22 – 01/31/22	1 <sup>st</sup>	Feb 03, 2022	02/10/22
02/01/22 – 02/15/22	16 <sup>th</sup>	Feb 17, 2022	02/25/22
02/16/22 – 02/28/22	1 <sup>st</sup>	Mar 03, 2022	03/10/22
03/01/22 – 03/15/22	16 <sup>th</sup>	Mar 18, 2022	03/25/22
03/16/22 – 03/31/22	1 <sup>st</sup>	Apr 04, 2022	04/08/22
04/01/22 – 04/15/22	16 <sup>th</sup>	Apr 18, 2022	04/25/22
04/16/22 – 04/30/22	1 <sup>st</sup>	May 03, 2022	05/10/22
05/01/22 – 05/15/22	16 <sup>th</sup>	May 18, 2022	05/25/22
05/16/22 – 05/31/22	1 <sup>st</sup>	Jun 03, 2022	06/10/22
06/01/22 - 06/15/22	16 <sup>th</sup>	Jun 17, 2022	06/24/22
<b>06/16/22 – 06/30/22</b>	<b>*30<sup>th</sup> *</b>	<b>*July 01, 2022*</b>	<b>07/08/22</b>
07/01/22 – 07/15/22	16 <sup>th</sup>	July 18, 2022	07/25/22
07/16/22 – 07/31/22	1 <sup>st</sup>	Aug 03, 2022	08/10/22
08/01/22 – 08/15/22	16 <sup>th</sup>	Aug 18, 2022	08/25/22
08/16/22 – 08/31/22	1 <sup>st</sup>	Sept 02, 2022	09/09/22
09/01/22 – 09/15/22	16 <sup>th</sup>	Sept 19, 2022	09/23/22
09/16/22 – 09/30/22	1 <sup>st</sup>	Oct 03, 2022	10/10/22
10/01/22 – 10/15/22	16 <sup>th</sup>	Oct 18, 2022	10/25/22
10/16/22 – 10/31/22	1 <sup>st</sup>	Nov 03, 2022	11/10/22
11/01/22 – 11/15/22	16 <sup>th</sup>	Nov 17, 2022	11/23/22
11/16/22 – 11/30/22	1 <sup>st</sup>	Dec 02, 2022	12/09/22
12/01/22 – 12/15/22	16 <sup>th</sup>	Dec 19, 2022	12/23/22

**Please note: On pay date 07/08/22, the approval dates are moved up by a day, due to the 4<sup>th</sup> of July holiday. Students will need to submit their time, no later than end of shift 06/30/22 to be included for 07/08/22 payment.** Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.