

Pay Period(T/S to include)	EZ Time Submittal Date	Supervisor Approval Date	Pay Date
12/20/21-01/19/22	Wednesday, January 19, 2022	Thursday, January 20, 2022	Monday- January 31, 2022
01/20/22-02/19/22	*Thursday, February 17, 2022	Friday, February 18, 2022	Monday - February 28, 2022
02/20/22-03/19/22	Monday, March 21, 2022	Tuesday, March 22, 2022	Thursday - March 31, 2022
03/20/22-04/19/22	Tuesday, April 19, 2022	Wednesday, April 20, 2022	Friday - April 29, 2022
04/20/22-05/19/22	Thursday, May 19, 2022	Friday, May 20, 2022	Tuesday - May 31, 2022
05/20/22-06/19/22	Sunday, June 19, 2022	Monday, June 20, 2022	Thursday - June 30, 2022
06/20/22-07/19/22	Monday, July 19, 2022	Tuesday, July 20, 2022	Thursday - July 28, 2022
07/20/22-08/19/22	*Thursday, August 18, 2022	Monday, August 22, 2022	Wednesday - August 31, 2022
08/20/22-09/19/22	Monday, September 19, 2022	Tuesday, September 20, 2022	Friday - September 30, 2022
09/20/22-10/19/22	Wednesday, October 19, 2022	Thursday, October 20, 2022	Monday - October 31, 2022
10/20/22-11/19/22	*Thursday, November 17, 2022	Friday, November 18, 2022	Wednesday - November 30, 2022
11/20/22-12/19/22	Monday, December 19, 2022	Tuesday, December 20, 2022	Friday - December 30, 2022

EZ Time Submittal dates for months **NOT HIGHLIGHTED** reflect the last possible work day in the month. Individual work days may vary and time sheets should be submitted accordingly by the end of the due dates indicated.

*Requires EARLY ENTRY AND APPROVAL due to holiday and college closures resulting in reduced number of days to process payroll.

NOTE: ALL TIMESHEET MUST INCLUDE DAYS WORKED THROUGH THE 19TH REGARDLESS OF SUBMITTAL DATE