

**2022 Time Entry and Approval Deadlines**

<b>Time Worked</b>	<b>Employee Time Entry Deadline</b>	<b>Reports to Time Approval Deadline</b>	<b>Payday</b>
December 16-31, 2020	January 3, 2022 at 8:00 a.m.	January 3, 2022 at 4:00 p.m.	January 10, 2022
January 1-15, 2022	January 18, 2022 at 8:00 a.m.	January 18, 2022 at 4:00 p.m.	January 25, 2022
January 16-31, 2022	February 1, 2022 at 8:00 a.m.	February 1, 2022 at 4:00 p.m.	February 10, 2022
February 1-15, 2022	February 17, 2022 at 8:00 a.m.	February 17, 2022 at 4:00 p.m.	February 25, 2022
February 16-28, 2022	March 1, 2022 at 8:00 a.m.	March 1, 2022 at 4:00 p.m.	March 10, 2022
March 1-15, 2022	March 18, 2022 at 8:00 a.m.	March 18, 2022 at 4:00 p.m.	March 25, 2022
March 16-31, 2022	March 29, 2022 at 8:00 a.m.	March 29, 2022 at 4:00 p.m.	April 8, 2022
April 1-15, 2022	April 14, 2022 at 8:00 a.m.	April 14, 2022 at 4:00 p.m.	April 25, 2022
April 16-30, 2022	May 2, 2022 at 8:00 a.m.	May 2, 2022 at 4:00 p.m.	May 10, 2022
May 1-15, 2022	May 17, 2022 at 8:00 a.m.	May 17, 2022 at 4:00 p.m.	May 25, 2022
May 16-31, 2022	June 1, 2022 at 8:00 a.m.	June 1, 2022 at 4:00 p.m.	June 10, 2022
June 1-15, 2022	June 17, 2022 at 8:00 a.m.	June 17, 2022 at 4:00 p.m.	June 24, 2022
June 16-30, 2022	June 30, 2022 at 8:00 a.m.	June 30, 2022 at 4:00 p.m.	July 8, 2022
July 1-15, 2022	July 18, 2022 at 8:00 a.m.	July 18, 2022 at 4:00 p.m.	July 25, 2022
July 16-31, 2022	August 2, 2022 at 8:00 a.m.	August 2, 2022 at 4:00 p.m.	August 10, 2022
August 1-15, 2022	August 18, 2022 at 8:00 a.m.	August 18, 2022 at 4:00 p.m.	August 25, 2022
August 16-31, 2022	September 1, 2022 at 8:00 a.m.	September 1, 2022 at 4:00 p.m.	September 9, 2022
September 1-15, 2022	September 16, 2022 at 8:00 a.m.	September 16, 2022 at 4:00 p.m.	September 23, 2022
September 16-30, 2022	September 29, 2022 at 8:00 a.m.	September 29, 2022 at 4:00 p.m.	October 7, 2022
October 1-15, 2022	October 18, 2022 at 8:00 a.m.	October 18, 2022 at 4:00 p.m.	October 25, 2022
October 16-31, 2022	November 1, 2022 at 8:00 a.m.	November 1, 2022 at 4:00 p.m.	November 10, 2022
November 1-15, 2022	November 18, 2022 at 8:00 a.m.	November 18, 2022 at 4:00 p.m.	November 25, 2022
November 16-30, 2022	December 1, 2022 at 8:00 a.m.	December 1, 2022 at 4:00 p.m.	December 9, 2022
December 1-15, 2022	December 16, 2022 at 8:00 a.m.	December 16, 2022 at 4:00 p.m.	December 23, 2022