



2022 Timekeeping Schedule

Pay #	Start Date	End Date	Week 1		Week 2		Pay Date
			Time Entry 2PM	Time Approval 5PM	Time Entry 2PM	Time Approval 5PM	
1	12/25/2021	1/7/2022	12/31/2021	12/31/2021	1/7/2022	1/7/2022	1/14/2022
2	1/8/2022	1/21/2022	1/14/2022	1/14/2022	1/21/2022	1/21/2022	1/28/2022
3	1/22/2022	2/4/2022	1/28/2022	1/28/2022	2/4/2022	2/4/2022	2/11/2022
4	2/5/2022	2/18/2022	2/11/2022	2/11/2022	2/18/2022	2/18/2022	2/25/2022
5	2/19/2022	3/4/2022	2/25/2022	2/25/2022	3/4/2022	3/4/2022	3/11/2022
6	3/5/2022	3/18/2022	3/11/2022	3/11/2022	3/18/2022	3/18/2022	3/25/2022
7	3/19/2022	4/1/2022	3/25/2022	3/25/2022	4/1/2022	4/1/2022	4/8/2022
8	4/2/2022	4/15/2022	4/8/2022	4/8/2022	4/15/2022	4/15/2022	4/22/2022
9	4/16/2022	4/29/2022	4/22/2022	4/22/2022	4/29/2022	4/29/2022	5/6/2022
10	4/30/2022	5/13/2022	5/6/2022	5/6/2022	5/13/2022	5/13/2022	5/20/2022
11	5/14/2022	5/27/2022	5/20/2022	5/20/2022	5/27/2022	5/27/2022	6/3/2022
12	5/28/2022	6/10/2022	6/3/2022	6/3/2022	6/10/2022	6/10/2022	6/17/2022
13	6/11/2022	6/24/2022	6/17/2022	6/17/2022	6/24/2022	6/24/2022	7/1/2022
14	6/25/2022	7/8/2022	7/1/2022	7/1/2022	7/8/2022	7/8/2022	7/15/2022
15	7/9/2022	7/22/2022	7/15/2022	7/15/2022	7/22/2022	7/22/2022	7/29/2022
16	7/23/2022	8/5/2022	7/29/2022	7/29/2022	8/5/2022	8/5/2022	8/12/2022
17	8/6/2022	8/19/2022	8/12/2022	8/12/2022	8/19/2022	8/19/2022	8/26/2022
18	8/20/2022	9/2/2022	8/26/2022	8/26/2022	9/1/2022	9/1/2022	9/9/2022
19	9/3/2022	9/16/2022	9/9/2022	9/9/2022	9/16/2022	9/16/2022	9/23/2022
20	9/17/2022	9/30/2022	9/23/2022	9/23/2022	9/30/2022	9/30/2022	10/7/2022
21	10/1/2022	10/14/2022	10/7/2022	10/7/2022	10/14/2022	10/14/2022	10/21/2022
22	10/15/2022	10/28/2022	10/21/2022	10/21/2022	10/28/2022	10/28/2022	11/4/2022
23	10/29/2022	11/11/2022	11/4/2022	11/4/2022	11/10/2022	11/10/2022	11/18/2022
24	11/12/2022	11/25/2022	11/18/2022	11/18/2022	11/23/2022	11/23/2022	12/2/2022
25	11/26/2022	12/9/2022	12/2/2022	12/2/2022	12/9/2022	12/9/2022	12/16/2022
26	12/10/2022	12/23/2022	12/16/2022	12/16/2022	12/20/2022	12/20/2022	12/30/2022

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.

Last updated: 1/13/2021.