

July 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|---|--|--|
| | | | | 1 (Day 12) | 2 (Day 13) | 3 (Day 14) PP01 Ends |
| 4 (Day 1) PP02 Starts | 5 (Day 2) Independence Day Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 6 (Day 3) <i>NRA Paperwork due to Payroll</i> | 7 (Day 4) Begin viewing Pay Calculation screen for current pay period | 8 (Day 5) | 9 (Day 6) \$ Paycheck issued for PP01 | 10 (Day 7) Time sheet cut off for all employees for PP01 |
| 11 (Day 8) | 12 (Day 9) | 13 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 15 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 16 (Day 13) | 17 (Day 14) PP02 Ends |
| 18 (Day 1) PP03 Starts | 19 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 20 (Day 3) <i>NRA Paperwork due to Payroll</i> | 21 (Day 4) Begin viewing Pay Calculation screen for current pay period | 22 (Day 5) | 23 (Day 6) \$ Paycheck issued for PP02 | 24 (Day 7) Time sheet cut off for all employees for PP02 |
| 25 (Day 8) | 26 (Day 9) | 27 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 28 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 29 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 30 (Day 13) | 31 (Day 14) PP03 Ends |

July 2021 (FY22)

August 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|---|---|--|
| 1 (Day 1) PP04 Starts | 2 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 3 (Day 3) <i>NRA Paperwork due to Payroll</i> | 4 (Day 4) Begin viewing Pay Calculation screen for current pay period | 5 (Day 5) | 6 (Day 6) \$Paycheck issued for PP03 | 7 (Day 7) Time sheet cut off for all employees for PP03 |
| 8 (Day 8) | 9 (Day 9) | 10 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 12 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 13 (Day 13) | 14 (Day 14) PP04 Ends |
| 15 (Day 1) PPO5 Starts | 16 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 17 (Day 3) <i>NRA Paperwork due to Payroll</i> | 18 (Day 4) Begin viewing Pay Calculation screen for current pay period | 19 (Day 5) | 20 (Day 6) \$Paycheck issued for PP04 | 21 (Day 7) Time sheet cut off for all employees for PP04 |
| 22 (Day 8) | 23 (Day 9) | 24 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 27 (Day 13) | 28 (Day 14) PP05 Ends |
| 29 (Day 1) PPO6 Starts | 30 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 31 (Day 3) <i>NRA Paperwork due to Payroll</i> | | | | |

August 2021 (FY22)

September 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|---|--|---|
| | | | 1 (Day 4) Begin viewing Pay Calculation screen for current pay period | 2 (Day 5) | 3 (Day 6) \$ Paycheck issued for PP05 | 4 (Day 7) Time sheet cut off for all employees for PP05 |
| | | | 5 (Day 8) | 6 (Day 9) Labor Day Holiday | 7 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 8 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight |
| 12 (Day 1) PP07 Starts | 13 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 14 (Day 3) <i>NRA Paperwork due to Payroll</i> | 15 (Day 4) Begin viewing Pay Calculation screen for current pay period | 16 (Day 5) | 17 (Day 6) \$ Paycheck issued for PP06 | 18 (Day 7) Time sheet cut off for all employees for PP06 |
| 19 (Day 8) | 20 (Day 9) | 21 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 22 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 23 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 24 (Day 13) | 25 (Day 14) PP07 Ends |
| 26 (Day 1) PP08 Starts | 27 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 28 (Day 3) <i>NRA Paperwork due to Payroll</i> | 29 (Day 4) Begin viewing Pay Calculation screen for current pay period | 30 (Day 5) | | |

September 2021 (FY22)

October 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|---|--|--|
| | | | | | 1 (Day 6) \$ Paycheck issued for PP07 | 2 (Day 7) Time sheet cut off for all employees for PP07 |
| 3 (Day 8) | 4 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 5 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 6 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 7 (Day 12) | 8 (Day 13) | 9 (Day 14) PP08 Ends |
| 10 (Day 1) PP09 Starts | 11 (Day 2) Columbus Day Holiday Earned <i>(observed 12/28/21)</i> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 12 (Day 3) <i>NRA Paperwork due to Payroll</i> | 13 (Day 4) Begin viewing Pay Calculation screen for current pay period | 14 (Day 5) | 15 (Day 6) \$ Paycheck issued for PP08 | 16 (Day 7) Time sheet cut off for all employees for PP08 |
| 17 (Day 8) | 18 (Day 9) | 19 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 20 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 21 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 22 (Day 13) | 23 (Day 14) PP09 Ends |
| 24 (Day 1) PP10 Starts | 25 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 26 (Day 3) <i>NRA Paperwork due to Payroll</i> | 27 (Day 4) Begin viewing Pay Calculation screen for current pay period | 28 (Day 5) | 29 (Day 6) \$ Paycheck issued for PP09 | 30 (Day 7) Time sheet cut off for all employees for PP09 |
| 31 (Day 8) | | | | | | |

October 2021 (FY22)

November 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|--|---|--|--|--|
| | 1 (Day 9) | 2 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 3 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 4 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 5 (Day 13) | 6 (Day 14) PP10 Ends |
| 7 (Day 1) PP11 Starts | 8 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 9 (Day 3) <i>NRA Paperwork due to Payroll</i> | 10 (Day 4) Begin viewing Pay Calculation screen for current pay period | 11 (Day 5) Veteran's Day Holiday Earned <i>(observed 12/29/21)</i> | 12 (Day 6) \$Paycheck issued for PP10 NRA 2021 renewal documentation due to Payroll | 13 (Day 7) Time sheet cut off for all employees for PP10 |
| 14 (Day 8) | 15 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period | 16 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight <i>SRA & Other Deduction Documentation due to Payroll</i> | 17 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 18 (Day 12) | 19 (Day 13) | 20 (Day 14) PP11 Ends |
| 21 (Day 1) PP12 Starts | 22 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 23 (Day 3) <i>NRA Paperwork due to Payroll</i> | 24 (Day 4) Begin viewing Pay Calculation screen for current pay period \$Paycheck issued for PP11 | 25 (Day 5) Thanksgiving Day Holiday | 26 (Day 6) Thanksgiving Break Holiday | 27 (Day 7) Time sheet cut off for all employees for PP11 |
| 28 (Day 8) | 29 (Day 9) | 30 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period. <i>SRA & Other Deduction Documentation due to Payroll</i> | | | | |

November 2021 (FY22)

December 2021 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|--|---|---|--|--|--|
| | | | 1 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 2 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 3 (Day 13) | 4 (Day 14) PP12 Ends |
| 5 (Day 1) PP13 Starts | 6 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 7 (Day 3) <i>NRA Paperwork due to Payroll</i> | 8 (Day 4) Begin viewing Pay Calculation screen for current pay period | 9 (Day 5) | 10 (Day 6) \$Paycheck issued for PP12 NRA Paperwork for PP14 due to Payroll | 11 (Day 7) Time sheet cut off for all employees for PP12 |
| 12 (Day 8) | 13 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 14 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 15 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 16 (Day 12) | 17 (Day 13) | 18 (Day 14) PP13 Ends |
| 19 (Day 1) PP14 Starts | 20 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 21 (Day 3) <i>SRA & Other Deduction Documentation due to Payroll</i> | 22 (Day 4) Begin viewing Pay Calculation screen for current pay period <i>SRA & Other Deduction Documentation due to CPB</i> | 23 (Day 5) \$Paycheck issued for PP13 | 24 (Day 6) Christmas Holiday | 25 (Day 7) Time sheet cut off for all employees for PP13 |
| 26 (Day 8) | 27 (Day 9) President's Day Holiday Observed (earned 02/15/21) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period | 28 (Day 10) Columbus Day Holiday Observed (earned 10/11/21) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 29 (Day 11) Veteran's Day Holiday Observed (earned 11/11/21) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON | 30 (Day 12) University Holiday | 31 (Day 12) New Year's Day Holiday | |

December 2021 (FY22)

January 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|--|---|---|---|---|--|
| | | | | | | 1 (Day 14) PP14 Ends |
| 2 (Day 1) PP15 Starts | 3 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 4 (Day 3) <i>NRA Paperwork due to Payroll</i> | 5 (Day 4) Begin viewing Pay Calculation screen for current pay period | 6 (Day 5) | 7 (Day 6) \$Paycheck issued for PP14 | 8 (Day 7) Time sheet cut off for all employees for PP14 |
| 9 (Day 8) | 10 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 11 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 12 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 13 (Day 12) | 14 (Day 13) | 15 (Day 14) PP15 Ends |
| 16 (Day 1) PP16 Starts | 17 (Day 2) Martin Luther King Day Holiday Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 18 (Day 3) <i>NRA Paperwork due to Payroll</i> | 19 (Day 4) Begin viewing Pay Calculation screen for current pay period | 20 (Day 5) | 21 (Day 6) \$Paycheck issued for PP15 | 22 (Day 7) Time sheet cut off for all employees for PP15 |
| 23 (Day 8) | 24 (Day 9) | 25 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 26 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 27 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 28 (Day 13) | 29 (Day 14) PP16 Ends |
| 30 (Day 1) PP17 Starts | 31 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | | | | | |

February 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|--|---|---|
| | | 1 (Day 3) <i>NRA Paperwork due to Payroll</i> | 2 (Day 4) Begin viewing Pay Calculation screen for current pay period | 3 (Day 5) | 4 (Day 6) \$Paycheck issued for PP16 | 5 (Day 7) Time sheet cut off for all employees for PP16 |
| | | 6 (Day 8) | 7 (Day 9) | 8 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 9 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 10 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> |
| 13 (Day 1) PP18 Starts | 14 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 15 (Day 3) <i>NRA Paperwork due to Payroll</i> | 16 (Day 4) Begin viewing Pay Calculation screen for current pay period | 17 (Day 5) | 18 (Day 6) \$Paycheck issued for PP17 | 19 (Day 7) Time sheet cut off for all employees for PP17 |
| 20 (Day 8) | 21 (Day 9) <i>President's Day Holiday Earned (observed 12/27/22)</i> | 22 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 23 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 24 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 25 (Day 13) | 26 (Day 14) PP18 Ends |
| 27 (Day 1) PP19 Starts | 28 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | | | | | |

February 2022 (FY22)

March 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|--|---|---|
| | | 1 (Day 3) <i>NRA Paperwork due to Payroll</i> | 2 (Day 4) Begin viewing Pay Calculation screen for current pay period | 3 (Day 5) | 4 (Day 6) \$Paycheck issued for PP18 | 5 (Day 7) Time sheet cut off for all employees for PP18 |
| | | 6 (Day 8) | 7 (Day 9) | 8 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 9 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 10 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> |
| 13 (Day 1) PP20 Starts | 14 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 15 (Day 3) <i>SRA & Other Deduction Documentation due to Payroll</i> | 16 (Day 4) Begin viewing Pay Calculation screen for current pay period | 17 (Day 5) | 18 (Day 6) \$Paycheck issued for PP19 | 19 (Day 7) Time sheet cut off for all employees for PP19 |
| 20 (Day 8) | 21 (Day 9) <i>Spring Break</i> | 22 (Day 10) <i>Spring Break</i> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period | 23 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 24 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 25 (Day 13) | 26 (Day 14) PP20 Ends |
| 27 (Day 1) PP21 Starts | 28 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 29 (Day 3) <i>NRA Paperwork due to Payroll</i> | 30 (Day 4) Begin viewing Pay Calculation screen for current pay period | 31 (Day 5) | | |

March 2022 (FY22)

April 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|---|--|---|--|--|
| | | | | | 1 (Day 6) \$ Paycheck issued for PP20 | 2 (Day 7) Time sheet cut off for all employees for PP20 |
| 3 (Day 8) | 4 (Day 9) | 5 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 6 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 7 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 8 (Day 13) | 9 (Day 14) PP21 Ends |
| 10 (Day 1) PP22 Starts | 11 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 12 (Day 3) <i>NRA Paperwork due to Payroll</i> | 13 (Day 4) Begin viewing Pay Calculation screen for current pay period | 14 (Day 5) | 15 (Day 6) \$ Paycheck issued for PP21 | 16 (Day 7) Time sheet cut off for all employees for PP21 |
| 17 (Day 8) | 18 (Day 9) | 19 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 20 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 21 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 22 (Day 13) | 23 (Day 14) PP22 Ends |
| 24 (Day 1) PP23 Starts | 25 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 26 (Day 3) <i>NRA Paperwork due to Payroll</i> | 27 (Day 4) Begin viewing Pay Calculation screen for current pay period | 28 (Day 5) | 29 (Day 6) \$ Paycheck issued for PP22 | 30 (Day 7) Time sheet cut off for all employees for PP22 |

April 2022 (FY22)

May 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|---|--|--|---|--|--|
| 1 (Day 8) | 2 (Day 9) | 3 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 4 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 5 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 6 (Day 13) | 7 (Day 14) PP23 Ends |
| 8 (Day 1) PP24 Starts | 9 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 10 (Day 3) <i>NRA Paperwork due to Payroll</i> | 11 (Day 4) Begin viewing Pay Calculation screen for current pay period | 12 (Day 5) | 13 (Day 6) \$ Paycheck issued for PP23 | 14 (Day 7) Time sheet cut off for all employees for PP23 |
| 15 (Day 8) | 16 (Day 9) | 17 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 18 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 19 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 20 (Day 13) | 21 (Day 14) PP24 Ends |
| 22 (Day 1) PP25 Starts | 23 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 24 (Day 3) <i>NRA Paperwork due to Payroll</i> | 25 (Day 4) Begin viewing Pay Calculation screen for current pay period | 26 (Day 5) | 27 (Day 6) \$ Paycheck issued for PP24 | 28 (Day 7) Time sheet cut off for all employees for PP24 |
| 29 (Day 8) | 30 (Day 9) <i>Memorial Day Holiday</i> | 31 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period. <i>SRA & Other Deduction Documentation due to Payroll</i> | | | | |

June 2022 (FY22)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------------|--|---|---|---|---|--|
| | | | 1 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 2 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 3 (Day 13) | 4 (Day 14) PP25 Ends |
| 5 (Day 1) PP26 Starts | 6 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 7 (Day 3) <i>NRA Paperwork due to Payroll</i> | 8 (Day 4) Begin viewing Pay Calculation screen for current pay period | 9 (Day 5) | 10 (Day 6) \$Paycheck issued for PP25 | 11 (Day 7) Time sheet cut off for all employees for PP25 |
| 12 (Day 8) | 13 (Day 9) | 14 (Day 10) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 15 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 16 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 17 (Day 13) | 18 (Day 14) PP26 Ends |
| 19 (Day 1) PP01 Starts | 20 (Day 2) Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period | 21 (Day 3) <i>NRA Paperwork due to Payroll</i> | 22 (Day 4) Begin viewing Pay Calculation screen for current pay period | 23 (Day 5) | 24 (Day 6) \$Paycheck issued for PP26 | 25 (Day 7) Time sheet cut off for all employees for PP26 |
| 26 (Day 8) | 27 (Day 9) Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA & Other Deduction Documentation due to Payroll</i> | 28 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight | 29 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA & Other Deduction Documentation due to CPB</i> | 30 (Day 12) | | |

June 2022 (FY22)