

2022 Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Timecards Due to Payroll*	Pay Day	Insurance**	Dues**	Pay, Deduction, & Benefit Notes**
(Saturday)	(Friday)	(by Monday)	(Friday)	<i>See Notes Below</i>		(subject to change)
12/04/21	12/17/21	12/20/21	12/31/21	No	No	3rd payday of month – no ins or flex credits
12/18/21	12/31/21	01/03/22	01/14/22	Yes	Yes	-Summer deductions for Jul-Sept insurance premiums start on 10M employees TA/NS -Winter break pay 12/19-1/1***
01/01/22	01/14/22	01/18/22 AM Tuesday	01/28/22	Yes	No	
01/15/22	01/28/22	01/31/22	02/11/22	Yes	No	1 st semester teacher extracurricular pay***
01/29/22	02/11/22	02/14/22	02/25/22	Yes	Yes	
02/12/22	02/25/22	02/28/22	03/11/22	Yes	No	
02/26/22	03/11/22	03/14/22	03/25/22	Yes	Yes	
03/12/22	03/25/22	03/28/22	04/08/22	Yes	No	
03/26/22	04/08/22	04/11/22	04/22/22	Yes	Yes	EA/TA/NS spring break pay 4/4-4/8 ***
04/09/22	04/22/22	04/25/22	05/06/22	Yes	No	
04/23/22	05/06/22	05/09/22	05/20/22	Yes	Yes	
05/07/22	05/20/22	05/23/22	06/03/22	Yes	No	Crossroads TA/NS spring break pay 5/23-5/27
05/21/22	06/03/22	06/06/22	06/17/22	Yes	Yes	
06/04/22	06/17/22	06/20/22	07/01/22	12m only	No	2 nd semester teacher extracurricular pay***
06/18/22	07/01/22	07/05/22 AM Tuesday	07/15/22	12m only	Yes	20-21 Summer pay refund
07/02/22	07/15/22	07/18/22	07/29/22	No	No	20-21 Summer pay refund 3rd payday of month – no ins or flex credits
07/16/22	07/29/22	08/01/22	08/12/22	12m only	No	20-21 Summer pay refund
07/30/22	08/12/22	08/15/22	08/26/22	12m only	Yes	20-21 Summer pay refund
08/13/22	08/26/22	08/29/22	09/09/22	12m only	No	20-21 Summer pay refund
08/27/22	09/09/22	09/12/22	09/23/22	12m only	Yes	2020-21 Summer pay deductions start up
09/10/22	09/23/22	09/26/22	10/07/22	Yes	No	
09/24/22	10/07/22	10/10/22	10/21/22	Yes	Yes	
10/08/22	10/21/22	10/24/22	11/04/22	Yes	No	
10/22/22	11/04/22	11/07/22	11/18/22	Yes	Yes	
11/05/22	11/18/22	11/21/22	12/02/22	Yes	No	
11/19/22	12/02/22	12/05/22	12/16/22	Yes	Yes	
12/03/22	12/16/22	12/19/22	12/30/22	No	No	3rd payday of month – no ins or flex credits

IMPORTANT NOTES:

*E-timesheets should be submitted each Friday. The above due dates are the day that approved timesheets including paper supplemental pay forms for hourly staff are due from the supervisor to the payroll department. Late timesheets in any format may result in delayed pay. While payroll staff are working remotely due to COVID, off cycle checks are not available. Once payroll is back on site, off cycles are only generated on payday Friday and the Wednesday of non-payroll week, and only when specific criteria is met related to the type/amount of missing pay. It is the employee's responsibility to notify payroll as soon as possible if they believe they are missing pay on their paycheck.

****Deductions:** Union dues for teachers, EAs, TAs, Nutrition Services, and School/Community Professionals are taken each payroll. All other groups have dues taken once a month. (See "Dues" column for which paydays). Paydays with a "No" in the "Insurance" column do not have insurance or flex credits (but they do have flexible spending and HSA deductions taken.) 10M employees do not have many deductions including insurance taken during July, August, or September.

***Refer to collective bargaining agreement for non-duty break pay eligibility. Extracurricular pay for teachers must be submitted to payroll by the building clerks on or before the timecard deadline for that pay period.

Paycheck data is available to employees on THURSDAY of payroll week.