

JULY 2022 DEADLINES

- 1 Direct Deposit for June Master Pay Day
- 4 Independence Day Holiday
- 5 Timekeepers: Key June Time and Labor (6/1 through 6/30) with Key Date of 6/30
Absence Self Service Users: Key Absence for 6/1 through 6/30
- 7 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for June 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 8/1 Master Payday for July (Staff, Managers, Faculty)

AUGUST 2022 DEADLINES

- 2 Direct Deposit for July Master Pay Day
- 3 Timekeepers: Key July Time and Labor (7/1 through 8/1) with Key Date of 8/1
Absence Self Service Users: Key Absence for 7/1 through 8/1
- 5 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for July 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 23 Docks must be reported to the Payroll Office
- 31 Master Payday for August (Staff, Managers, Faculty)

SEPTEMBER 2022 DEADLINES

- 1 Direct Deposit for August Master Pay Day
- 2 Timekeepers: Key August Time and Labor (8/2 through 8/31) with Key Date of 8/31
Absence Self Service Users: Key Absence for 8/2 through 8/31
- 5 Labor Day Holiday
- 7 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for August 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 19 PTF's due to Human Resources

- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for September (Staff, Managers, Faculty)

OCTOBER 2022 DEADLINES

- 3 Direct Deposit for September Master Pay Day
- 4 Timekeepers: Key September Time and Labor (9/1 through 9/30) with Key Date of 9/30
Absence Self Service Users: Key Absence for 9/1 through 9/30
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 14 Non Master Payday for September 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 31 Master Payday for October (Staff, Managers, Faculty)

NOVEMBER 2022 DEADLINES

- 1 Direct Deposit for October Master Pay Day
- 2 Timekeepers: Key October Time and Labor (10/1 through 10/31) with Key Date of 10/31
Absence Self Service Users: Key Absence for 10/1 through 10/31
- 4 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 11 Veteran's Day Holiday
- 15 Non Master Payday for October 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 PTF's due to Human Resources
- 18 Docks must be reported to the Payroll Office
- 24 Thanksgiving Holiday
- 30 Master Payday for November (Staff, Managers, Faculty)

DECEMBER 2022 DEADLINES

- 1 Direct Deposit for November Master Pay Day
- 2 Timekeepers: Key November Time and Labor (11/1 through 11/30) with Key Date of 11/30
Absence Self Service Users: Key Absence for 11/1 through 11/30
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online

- 15 Non Master Payday for November 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 PTF's due to Human Resources
- 20 Docks must be reported to the Payroll Office
- 26-30 Winter Holiday Break
- 30 Master Payday for December (Staff, Managers, Faculty)

JANUARY 2023 DEADLINES

- 2 New Years Day Holiday
- 3 Direct Deposit for December Master Pay Day
- 4 Timekeepers: Key December Time and Labor (12/1 through 12/31) with Key Date of 12/31
Absence Self Service Users: Key Absence for 12/1 through 12/31
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 13 Non Master Payday for December 2022 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 Martin Luther King Jr. Holiday
- 18 PTF's due to Human Resources
- 23 Docks must be reported to the Payroll Office
- 31 Master Payday for January (Staff, Managers, Faculty)

FEBRUARY 2023 DEADLINES

- 1 Direct Deposit for January Master Pay Day
- 2 Timekeepers: Key January Time and Labor (1/1 through 1/31) with Key Date of 1/31
Absence Self Service Users: Key Absence for 1/1 through 1/31
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 14 PTF's due to Human Resources
- 15 Non Master Payday for January 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 Docks must be reported to the Payroll Office
- 3/1 Master Payday for February (Staff, Managers, Faculty)

MARCH 2023 DEADLINES

- 2 Direct Deposit for February Master Pay Day
- 3 Timekeepers: Key February Time and Labor (2/1 through 3/1) with Key Date of 3/1

- Absence Self Service Users: Key Absence for 2/1 through 3/1
- 7 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
 - Absence Self Service Approvers: Approve Absences online
 - 15 Non Master Payday for February 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
 - 17 PTF's due to Human Resources
 - 22 Docks must be reported to the Payroll Office
 - 30 Master Payday for March (Staff, Managers, Faculty)
 - 31 Cesar Chavez Holiday

APRIL 2023 DEADLINES

- 3 Direct Deposit for March Master Pay Day
- 4 Timekeepers: Key March Time and Labor (3/2 through 3/31) with Key Date of 3/31
- Absence Self Service Users: Key Absence for 3/2 through 3/31
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
- Absence Self Service Approvers: Approve Absences online
- 14 Non Master Payday for March 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 20 Docks must be reported to the Payroll Office
- 5/1 Master Payday for April (Staff, Managers, Faculty)

MAY 2023 DEADLINES

- 2 Direct Deposit for April Master Pay Day
- 3 Timekeepers: Key April Time and Labor (4/1 through 5/1) with Key Date of 5/1
- Absence Self Service Users: Key Absence for 4/1 through 5/1
- 5 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
- Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for April 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 29 Memorial Day Holiday
- 31 Master Payday for May (Staff, Managers, Faculty)

JUNE 2023 DEADLINES

- 1 Direct Deposit for May Master Pay Day
- 2 Timekeepers: Key May Time and Labor (5/2 through 5/31) with Key Date of 5/31
Absence Self Service Users: Key Absence for 5/2 through 5/31
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for May 2023 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 30 Master Payday for June (Staff, Managers, Faculty)