

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2022 (January - June)**

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt (Bi-weekly paid)

Non-Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Time & Absence Approval Deadline	Non-Exempt Pay Day	Benefit Deduction	Additional Information
January 2022 through June 2022						
12/21/21	12/12/21	12/25/21	12/27/21 by 9 am	12/31/21	N/A	3rd Biweekly Pay Run
01/04/22	12/26/21	01/08/22	01/10/22 by 9 am	01/14/22	1st	
01/18/22	01/09/22	01/22/22	01/24/22 by 9 am	01/28/22	2nd	
02/01/22	01/23/22	02/05/22	02/07/22 by 9 am	02/11/22	1st	
02/15/22	02/06/22	02/19/22	02/21/22 by 9 am	02/25/22	2nd	
03/01/22	02/20/22	03/05/22	03/07/22 by 9 am	03/11/22	1st	
03/15/22	03/06/22	03/19/22	03/21/22 by 9 am	03/25/22	2nd	
03/29/22	03/20/22	04/02/22	04/04/22 by 9 am	04/08/22	1st	
04/12/22	04/03/22	04/16/22	04/18/22 by 9 am	04/22/22	2nd	
04/26/22	04/17/22	04/30/22	05/02/22 by 9 am	05/06/22	1st	
05/10/22	05/01/22	05/14/22	05/16/22 by 9 am	05/20/22	2nd	
05/24/22	05/15/22	05/28/22	05/27/22 by 9 am	06/03/22	1st	Early Processing Due to Holiday
06/07/22	05/29/22	06/11/22	06/13/22 by 9 am	06/17/22	2nd	
06/21/22	06/12/22	06/25/22	06/27/22 by 9 am	07/01/22	1st	
07/05/22	06/26/22	07/09/22	07/11/22 by 9 am	07/15/22	2nd	

All transactions are subject to the ePAR Deadlines - including funding changes.

Exempt (Monthly paid)

Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Absences Deadline to Approve in Time & Absence	Exempt Pay Day	Additional Information
January 2022 through June 2022					
01/13/22	01/01/22	01/31/22	01/20/22 by 9 am	01/31/22	
02/10/22	02/01/22	02/28/22	02/17/22 by 9 am	02/28/22	
03/17/22	03/01/22	03/31/22	03/25/22 by 9 am	03/31/22	
04/14/22	04/01/22	04/30/22	04/25/22 by 9 am	04/29/22	
05/19/22	05/01/22	05/31/22	05/24/22 by 9 am	05/31/22	
06/16/22	06/01/22	06/30/22	06/23/22 by 9 am	06/30/22	

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