

2022 Payroll Schedule

PAY #	Period Start	Period End	Timecard Approval Must Before 12 NOON	Pay Date	Commission Pay/ TAB Bonus
1	12/20/2021	01/02/2022	01/04/2022 *	01/07/2022	
2	01/03/2022	01/16/2022	01/18/2022 **	01/21/2022	Commission
3	01/17/2022	01/30/2022	01/31/2022	02/04/2022	
4	01/31/2022	02/13/2022	02/14/2022	02/18/2022	Commission/TAB Bonus
5	02/14/2022	02/27/2022	02/28/2022	03/04/2022	
6	02/28/2022	03/13/2022	03/14/2022	03/18/2022	Commission
7	03/14/2022	03/27/2022	03/28/2022	04/01/2022	
8	03/28/2022	04/10/2022	04/11/2022	04/15/2022	Commission
9	04/11/2022	04/24/2022	04/25/2022	04/29/2022	
10	04/25/2022	05/08/2022	05/09/2022	05/13/2022	
11	05/09/2022	05/22/2022	05/23/2022	05/27/2022	Commission/TAB Bonus
12	05/23/2022	06/05/2022	06/06/2022	06/10/2022	
13	06/06/2022	06/19/2022	06/21/2022 ***	06/24/2022	Commission
14	06/20/2022	07/03/2022	07/05/2022 ****	07/08/2022	
15	07/04/2022	07/17/2022	07/18/2022	07/22/2022	Commission
16	07/18/2022	07/31/2022	08/01/2022	08/05/2022	
17	08/01/2022	08/14/2022	08/15/2022	08/19/2022	Commission/TAB Bonus
18	08/15/2022	08/28/2022	08/29/2022	09/02/2022	
19	08/29/2022	09/11/2022	09/12/2022	09/16/2022	Commission
20	09/12/2022	09/25/2022	09/26/2022	09/30/2022	
21	09/26/2022	10/09/2022	10/10/2022	10/14/2022	
22	10/10/2022	10/23/2022	10/24/2022	10/28/2022	Commission
23	10/24/2022	11/06/2022	11/07/2022	11/11/2022	TAB Bonus
24	11/07/2022	11/20/2022	11/21/2022	11/25/2022	Commission
25	11/21/2022	12/04/2022	12/05/2022	12/09/2022	
26	12/05/2022	12/18/2022	12/19/2022	12/23/2022	Commission
2023-1	12/19/2022	01/01/2023	1/2/2023 ~	01/06/2023	

TAB = Team Achievement Bonus

* In observance of New Years Day Holiday on January 3, 2022, the timecard cutoff will be at **10 a.m. on Tuesday, January 4, 2022**

** In observance of Martin Luther King Day on January 17, 2022, the timecard cutoff will be at **10 a.m. on Tuesday, January 18, 2022**

*** In observance of Juneteenth Holiday on June 20, 2022, the timecard cutoff will be at **10 a.m. on Tuesday, June 21, 2022**

**** In observance of Independence Day Holiday on July 4, 2022, the timecard cutoff will be at **10 a.m. on Tuesday, July 5, 2022**

Commissions, Bonuses & other payroll changes should be submitted and approved in Workday no later than the end of the business day the Friday before the end of the pay period.

All Employee changes, such as W4, Direct Deposit, and Address Changes, should be completed in Workday by the end of the business day Friday before the end of the pay period.

Any adjustments received after Friday will be delayed until the following payroll process.