

**THE CITY UNIVERSITY OF NEW YORK  
OHRM UNIVERSITY PAYROLL  
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS  
SENIOR COLLEGES  
2022**

Check Date <b>January 13, 2022</b> Pay Period # <b>20L / 21C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/20/2021</b>
PAFs: ECP	Full Time Lag	12/16/2021	12/29/2021	N/A	N/A	12/20/2021	12/22/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/30/2021	1/12/2022	12/5/2021	12/18/2021	12/20/2021	12/22/2021
PAFs: 220 Skilled Trades	Exception Hourly	12/30/2021	1/12/2022	12/5/2021	12/18/2021	12/20/2021	12/22/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/22/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/28/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/28/21 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/28/2021

Check Date <b>January 27, 2022</b> Pay Period # <b>21L / 22C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	12/30/2021	1/12/2022	N/A	N/A	1/3/2022	1/5/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/13/2022	1/26/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
PAFs: 220 Skilled Trades	Exception Hourly	1/13/2022	1/26/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	1/11/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	1/11/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/11/2022

Check Date <b>February 10, 2022</b> Pay Period # <b>22L / 23C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/13/2022	1/26/2022	N/A	N/A	1/18/2022	1/20/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/27/2022	2/9/2022	1/2/2022	1/15/2022	1/18/2022	1/20/2022
PAFs: 220 Skilled Trades	Exception Hourly	1/27/2022	2/9/2022	1/2/2022	1/15/2022	1/18/2022	1/20/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/18/2022	1/20/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/18/2022	1/26/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/18/2022	1/26/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/26/2022

Check Date <b>February 24, 2022</b> Pay Period # <b>23L / 24C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/27/2022	2/9/2022	N/A	N/A	2/1/2022	2/3/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/10/2022	2/23/2022	1/16/2022	1/29/2022	2/1/2022	2/3/2022
PAFs: 220 Skilled Trades	Exception Hourly	2/10/2022	2/23/2022	1/16/2022	1/29/2022	2/1/2022	2/3/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	2/1/2022	2/3/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	2/1/2022	2/9/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	2/1/2022	2/9/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/9/2022

Check Date <b>March 10, 2022</b> Pay Period # <b>24L / 25C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	2/10/2022	2/23/2022	N/A	N/A	2/15/2022	2/17/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/24/2022	3/9/2022	1/30/2022	2/12/2022	2/15/2022	2/17/2022
PAFs: 220 Skilled Trades	Exception Hourly	2/24/2022	3/9/2022	1/30/2022	2/12/2022	2/15/2022	2/17/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/30/2022	2/12/2022	1/30/2022	2/12/2022	2/15/2022	2/17/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/30/2022	2/12/2022	1/30/2022	2/12/2022	2/15/2022	2/23/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/30/2022	2/12/2022	1/30/2022	2/12/2022	2/15/2022	2/23/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/23/2022

Check Date <b>March 24, 2022</b> Pay Period # <b>25L / 26C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	2/24/2022	3/9/2022	N/A	N/A	3/1/2022	3/3/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/10/2022	3/23/2022	2/13/2022	2/26/2022	3/1/2022	3/3/2022
PAFs: 220 Skilled Trades	Exception Hourly	3/10/2022	3/23/2022	2/13/2022	2/26/2022	3/1/2022	3/3/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/13/2022	2/26/2022	2/13/2022	2/26/2022	3/1/2022	3/3/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/13/2022	2/26/2022	2/13/2022	2/26/2022	3/1/2022	3/9/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/13/2022	2/26/2022	2/13/2022	2/26/2022	3/1/2022	3/9/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/9/2022

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2022**

Check Date <b>April 7, 2022</b> Pay Period # <b>26L / 27C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	3/10/2022	3/23/2022	N/A	N/A	3/14/2022	3/16/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/24/2022	4/6/2022	2/27/2022	3/12/2022	3/14/2022	3/16/2022
PAFs: 220 Skilled Trades	Exception Hourly	3/24/2022	4/6/2022	2/27/2022	3/12/2022	3/14/2022	3/16/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/27/2022	3/12/2022	2/27/2022	3/12/2022	3/14/2022	3/16/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/27/2022	3/12/2022	2/27/2022	3/12/2022	3/14/2022	3/22/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/27/2022	3/12/2022	2/27/2022	3/12/2022	3/14/2022	3/22/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/22/2022

Check Date <b>April 21, 2022</b> Pay Period # <b>27L / 1C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	3/24/2022	4/6/2022	N/A	N/A	3/29/2022	3/31/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/7/2022	4/20/2022	3/13/2022	3/26/2022	3/29/2022	3/31/2022
PAFs: 220 Skilled Trades	Exception Hourly	4/7/2022	4/20/2022	3/13/2022	3/26/2022	3/29/2022	3/31/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/13/2022	3/26/2022	3/13/2022	3/26/2022	3/29/2022	3/31/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/13/2022	3/26/2022	3/13/2022	3/26/2022	3/29/2022	4/6/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/13/2022	3/26/2022	3/13/2022	3/26/2022	3/29/2022	4/6/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/6/2022

Check Date <b>May 5, 2022</b> Pay Period # <b>1L / 2C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	4/7/2022	4/20/2022	N/A	N/A	4/11/2022	4/13/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/21/2022	5/4/2022	3/27/2022	4/9/2022	4/11/2022	4/13/2022
PAFs: 220 Skilled Trades	Exception Hourly	4/21/2022	5/4/2022	3/27/2022	4/9/2022	4/11/2022	4/13/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/27/2022	4/9/2022	3/27/2022	4/9/2022	4/11/2022	4/13/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/27/2022	4/9/2022	3/27/2022	4/9/2022	4/11/2022	4/19/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/27/2022	4/9/2022	3/27/2022	4/9/2022	4/11/2022	4/19/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/19/2022

Check Date <b>May 19, 2022</b> Pay Period # <b>2L / 3C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	4/21/2022	5/4/2022	N/A	N/A	4/26/2022	4/28/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/5/2022	5/18/2022	4/10/2022	4/23/2022	4/26/2022	4/28/2022
PAFs: 220 Skilled Trades	Exception Hourly	5/5/2022	5/18/2022	4/10/2022	4/23/2022	4/26/2022	4/28/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/10/2022	4/23/2022	4/10/2022	4/23/2022	4/26/2022	4/28/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/10/2022	4/23/2022	4/10/2022	4/23/2022	4/26/2022	5/4/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/10/2022	4/23/2022	4/10/2022	4/23/2022	4/26/2022	5/4/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/4/2022

Check Date <b>June 02, 2022</b> Pay Period # <b>3L / 4C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>			<b>N/A</b>	<b>N/A</b>		<b>5/09/2022</b>
PAFs: ECP	Full Time Lag	5/5/2022	5/18/2022	N/A	N/A	5/10/2022	5/12/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/19/2022	6/1/2022	4/24/2022	5/7/2022	5/10/2022	5/12/2022
PAFs: 220 Skilled Trades	Exception Hourly	5/19/2022	6/1/2022	4/24/2022	5/7/2022	5/10/2022	5/12/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/24/2022	5/7/2022	4/24/2022	5/7/2022	5/10/2022	5/12/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/24/2022	5/7/2022	4/24/2022	5/7/2022	5/10/2022	5/18/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/24/2022	5/7/2022	4/24/2022	5/7/2022	5/10/2022	5/18/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/18/2022

Check Date <b>June 16, 2022</b> Pay Period # <b>4L / 5C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>			<b>N/A</b>	<b>N/A</b>		<b>5/09/2022</b>
PAFs: ECP	Full Time Lag	5/19/2022	6/1/2022	N/A	N/A	5/24/2022	5/26/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/2/2022	6/15/2022	5/8/2022	5/21/2022	5/24/2022	5/26/2022
PAFs: 220 Skilled Trades	Exception Hourly	6/2/2022	6/15/2022	5/8/2022	5/21/2022	5/24/2022	5/26/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/8/2022	5/21/2022	5/8/2022	5/21/2022	5/24/2022	5/26/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/8/2022	5/21/2022	5/8/2022	5/21/2022	5/24/2022	6/1/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/8/2022	5/21/2022	5/8/2022	5/21/2022	5/24/2022	6/1/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/1/2022

**THE CITY UNIVERSITY OF NEW YORK  
OHRM UNIVERSITY PAYROLL  
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS  
SENIOR COLLEGES  
2022**

Check Date <b>June 30, 2022</b> Pay Period # <b>5L / 6C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	6/2/2022	6/15/2022	N/A	N/A	6/6/2022	6/8/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/16/2022	6/29/2022	5/22/2022	6/4/2022	6/6/2022	6/8/2022
PAFs: 220 Skilled Trades	Exception Hourly	6/16/2022	6/29/2022	5/22/2022	6/4/2022	6/6/2022	6/8/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/22/2022	6/4/2022	5/22/2022	6/4/2022	6/6/2022	6/8/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/22/2022	6/4/2022	5/22/2022	6/4/2022	6/6/2022	6/14/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/22/2022	6/4/2022	5/22/2022	6/4/2022	6/6/2022	6/14/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/14/2022

Check Date <b>July 14, 2022</b> Pay Period # <b>6L / 7C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	6/16/2022	6/29/2022	N/A	N/A	6/20/2022	6/22/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/30/2022	7/13/2022	6/5/2022	6/18/2022	6/20/2022	6/22/2022
PAFs: 220 Skilled Trades	Exception Hourly	6/30/2022	7/13/2022	6/5/2022	6/18/2022	6/20/2022	6/22/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/5/2022	6/18/2022	6/5/2022	6/18/2022	6/20/2022	6/22/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/5/2022	6/18/2022	6/5/2022	6/18/2022	6/20/2022	6/28/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/5/2022	6/18/2022	6/5/2022	6/18/2022	6/20/2022	6/28/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/28/2022

Check Date <b>July 28, 2022</b> Pay Period # <b>7L / 8C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>7/21/2022</b>
PAFs: ECP	Full Time Lag	6/30/2022	7/13/2022	N/A	N/A	7/5/2022	7/7/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/14/2022	7/27/2022	6/19/2022	7/2/2022	7/5/2022	7/7/2022
PAFs: 220 Skilled Trades	Exception Hourly	7/14/2022	7/27/2022	6/19/2022	7/2/2022	7/5/2022	7/7/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/19/2022	7/2/2022	6/19/2022	7/2/2022	7/5/2022	7/7/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/19/2022	7/2/2022	6/19/2022	7/2/2022	7/5/2022	7/13/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/19/2022	7/2/2022	6/19/2022	7/2/2022	7/5/2022	7/13/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/13/2022

Check Date <b>August 11, 2022</b> Pay Period # <b>8L / 9C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>7/21/2022</b>
PAFs: ECP	Full Time Lag	7/14/2022	7/27/2022	N/A	N/A	7/19/2022	7/21/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/28/2022	8/10/2022	7/3/2022	7/16/2022	7/19/2022	7/21/2022
PAFs: 220 Skilled Trades	Exception Hourly	7/28/2022	8/10/2022	7/3/2022	7/16/2022	7/19/2022	7/21/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/3/2022	7/16/2022	7/3/2022	7/16/2022	7/19/2022	7/21/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/3/2022	7/16/2022	7/3/2022	7/16/2022	7/19/2022	7/27/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/3/2022	7/16/2022	7/3/2022	7/16/2022	7/19/2022	7/27/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/27/2022

Check Date <b>August 25, 2022</b> Pay Period # <b>9L / 10C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	7/28/2022	8/10/2022	N/A	N/A	8/2/2022	8/4/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/11/2022	8/24/2022	7/17/2022	7/30/2022	8/2/2022	8/4/2022
PAFs: 220 Skilled Trades	Exception Hourly	8/11/2022	8/24/2022	7/17/2022	7/30/2022	8/2/2022	8/4/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/17/2022	7/30/2022	7/17/2022	7/30/2022	8/2/2022	8/4/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/17/2022	7/30/2022	7/17/2022	7/30/2022	8/2/2022	8/10/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/17/2022	7/30/2022	7/17/2022	7/30/2022	8/2/2022	8/10/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/10/2022

Check Date <b>September 8, 2022</b> Pay Period # <b>10L / 11C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/11/2022	8/24/2022	N/A	N/A	8/16/2022	8/18/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/25/2022	9/7/2022	7/31/2022	8/13/2022	8/16/2022	8/18/2022
PAFs: 220 Skilled Trades	Exception Hourly	8/25/2022	9/7/2022	7/31/2022	8/13/2022	8/16/2022	8/18/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/31/2022	8/13/2022	7/31/2022	8/13/2022	8/16/2022	8/18/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/31/2022	8/13/2022	7/31/2022	8/13/2022	8/16/2022	8/24/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/31/2022	8/13/2022	7/31/2022	8/13/2022	8/16/2022	8/24/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/24/2022

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2022**

<b>Check Date September 22, 2022 Pay Period # 11L / 12C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/25/2022	9/7/2022	N/A	N/A	8/30/2022	9/1/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/8/2022	9/21/2022	8/14/2022	8/27/2022	8/30/2022	9/1/2022
PAFs: 220 Skilled Trades	Exception Hourly	9/8/2022	9/21/2022	8/14/2022	8/27/2022	8/30/2022	9/1/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/14/2022	8/27/2022	8/14/2022	8/27/2022	8/30/2022	9/1/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/14/2022	8/27/2022	8/14/2022	8/27/2022	8/30/2022	9/7/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/14/2022	8/27/2022	8/14/2022	8/27/2022	8/30/2022	9/7/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/7/2022

<b>Check Date October 6, 2022 Pay Period # 12L / 13C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/8/2022	9/21/2022	N/A	N/A	9/13/2022	9/15/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/22/2022	10/5/2022	8/28/2022	9/10/2022	9/13/2022	9/15/2022
PAFs: 220 Skilled Trades	Exception Hourly	9/22/2022	10/5/2022	8/28/2022	9/10/2022	9/13/2022	9/15/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/28/2022	9/10/2022	8/28/2022	9/10/2022	9/13/2022	9/15/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/28/2022	9/10/2022	8/28/2022	9/10/2022	9/13/2022	9/21/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/28/2022	9/10/2022	8/28/2022	9/10/2022	9/13/2022	9/21/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/21/2022

<b>Check Date October 20, 2022 Pay Period # 13L / 14C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/22/2022	10/5/2022	N/A	N/A	9/26/2022	9/28/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/6/2022	10/19/2022	9/11/2022	9/24/2022	9/26/2022	9/28/2022
PAFs: 220 Skilled Trades	Exception Hourly	10/6/2022	10/19/2022	9/11/2022	9/24/2022	9/26/2022	9/28/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/11/2022	9/24/2022	9/11/2022	9/24/2022	9/26/2022	9/28/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/11/2022	9/24/2022	9/11/2022	9/24/2022	9/26/2022	10/4/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/11/2022	9/24/2022	9/11/2022	9/24/2022	9/26/2022	10/4/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/4/2022

<b>Check Date November 3, 2022 Pay Period # 14L / 15C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Winter Semester</b>	<b>Contract Pay</b>		<b>Winter Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>11/23/2022</b>
PAFs: ECP	Full Time Lag	10/6/2022	10/19/2022	N/A	N/A	10/11/2022	10/13/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/20/2022	11/2/2022	9/25/2022	10/8/2022	10/11/2022	10/13/2022
PAFs: 220 Skilled Trades	Exception Hourly	10/20/2022	11/2/2022	9/25/2022	10/8/2022	10/11/2022	10/13/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/25/2022	10/8/2022	9/25/2022	10/8/2022	10/11/2022	10/13/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/25/2022	10/8/2022	9/25/2022	10/8/2022	10/11/2022	10/19/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/25/2022	10/8/2022	9/25/2022	10/8/2022	10/11/2022	10/19/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/19/2022

<b>Check Date November 17, 2022 Pay Period # 15L / 16C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	10/20/2022	11/2/2022	N/A	N/A	10/25/2022	10/27/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/3/2022	11/16/2022	10/9/2022	10/22/2022	10/25/2022	10/27/2022
PAFs: 220 Skilled Trades	Exception Hourly	11/3/2022	11/16/2022	10/9/2022	10/22/2022	10/25/2022	10/27/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/9/2022	10/22/2022	10/9/2022	10/22/2022	10/25/2022	10/27/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/9/2022	10/22/2022	10/9/2022	10/22/2022	10/25/2022	11/2/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/9/2022	10/22/2022	10/9/2022	10/22/2022	10/25/2022	11/2/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/2/2022

<b>Check Date December 1, 2022 Pay Period # 16L / 17C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	11/3/2022	11/16/2022	N/A	N/A	11/7/2022	11/9/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/17/2022	11/30/2022	10/23/2022	11/5/2022	11/7/2022	11/9/2022
PAFs: 220 Skilled Trades	Exception Hourly	11/17/2022	11/30/2022	10/23/2022	11/5/2022	11/7/2022	11/9/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/23/2022	11/5/2022	10/23/2022	11/5/2022	11/7/2022	11/9/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/23/2022	11/5/2022	10/23/2022	11/5/2022	11/7/2022	11/15/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/23/2022	11/5/2022	10/23/2022	11/5/2022	11/7/2022	11/15/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/15/2022

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2022**

<b>Check Date December 15, 2022 Pay Period # 17L / 18C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Winter Semester</b>	<b>Contract Pay</b>		<b>Winter Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>11/23/2022</b>
PAFs: ECP	Full Time Lag	11/17/2022	11/30/2022	N/A	N/A	11/22/2022	11/23/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/1/2022	12/14/2022	11/6/2022	11/19/2022	11/22/2022	11/23/2022
PAFs: 220 Skilled Trades	Exception Hourly	12/1/2022	12/14/2022	11/6/2022	11/19/2022	11/22/2022	11/23/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/6/2022	11/19/2022	11/6/2022	11/19/2022	11/22/2022	11/23/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/6/2022	11/19/2022	11/6/2022	11/19/2022	11/22/2022	11/30/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/6/2022	11/19/2022	11/6/2022	11/19/2022	11/22/2022	11/30/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/30/2022

<b>Check Date December 29, 2022 Pay Period # 18L / 19C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/19/2022</b>
PAFs: ECP	Full Time Lag	12/1/2022	12/14/2022	N/A	N/A	12/5/2022	12/6/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/15/2022	12/28/2022	11/20/2022	12/3/2022	12/5/2022	12/6/2022
PAFs: 220 Skilled Trades	Exception Hourly	12/15/2022	12/28/2022	11/20/2022	12/3/2022	12/5/2022	12/6/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/20/2022	12/3/2022	11/20/2022	12/3/2022	12/5/2022	12/6/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/20/2022	12/3/2022	11/20/2022	12/3/2022	12/5/2022	12/13/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/20/2022	12/3/2022	11/20/2022	12/3/2022	1/13/1900	12/13/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/13/2022

<b>Check Date January 12, 2023 Pay Period # 19L / 20C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/19/2022</b>
PAFs: ECP	Full Time Lag	12/15/2022	12/28/2022	N/A	N/A	12/19/2022	12/20/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/29/2022	1/11/2023	12/4/2022	12/17/2022	12/19/2022	12/20/2022
PAFs: 220 Skilled Trades	Exception Hourly	12/29/2022	1/11/2023	12/4/2022	12/17/2022	12/19/2022	12/20/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	12/19/2022	12/20/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	12/19/2022	12/27/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	1/27/1900	12/27/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/27/2022

<b>Check Date January 26, 2023 Pay Period # 20L / 21C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/19/2022</b>
PAFs: ECP	Full Time Lag	12/29/2022	1/11/2023	N/A	N/A	1/2/2023	1/3/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/12/2023	1/25/2023	12/18/2022	12/31/2022	1/2/2023	1/3/2023
PAFs: 220 Skilled Trades	Exception Hourly	1/12/2023	1/25/2023	12/18/2022	12/31/2022	1/2/2023	1/3/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	1/2/2023	1/3/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	1/2/2023	1/10/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	2/10/1900	1/10/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/10/2023

<b>Check Date February 9, 2023 Pay Period # 21L / 22C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/19/2022</b>
PAFs: ECP	Full Time Lag	1/12/2023	1/25/2023	N/A	N/A	1/17/2023	1/19/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/26/2023	2/8/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
PAFs: 220 Skilled Trades	Exception Hourly	1/26/2023	2/8/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/25/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/25/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/25/2023

<b>Check Date February 23, 2023 Pay Period # 22L / 23C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Spring Semester</b>	<b>Contract Pay</b>		<b>Spring Semester</b>	<b>N/A</b>	<b>N/A</b>		<b>12/19/2022</b>
PAFs: ECP	Full Time Lag	1/26/2023	2/8/2023	N/A	N/A	1/31/2023	2/2/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/9/2023	2/22/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
PAFs: 220 Skilled Trades	Exception Hourly	2/9/2023	2/22/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/8/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/8/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/8/2023