

Payroll Deadline Calendar

JANUARY
2022

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Designated Statutory Holiday -New Year Day</p> <p>College Closure</p>	<p>4</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for January 14th pay • Deadline for FT absence/leave entries for January 14th pay <p>College reopening</p>	<p>5</p>	<p>6</p>	<p>7</p> <p>Submit Time Cards</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p> <p>Payslip Visible</p>	<p>14</p> <p>Pay Date</p> <p>Submit Time Cards</p> <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for Jan. 28th pay • Deadline for PT absence/leaves entries for Jan. 28th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 28th pay
<p>17</p>	<p>18</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Jan. 28th pay • Deadline for FT absence/leave entries for Jan. 28th pay 	<p>19</p>	<p>20</p>	<p>21</p> <p>Submit Time Cards</p>
<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p> <p>Payslip Visible</p>	<p>28</p> <p>Pay Date</p> <p>Submit Time Cards</p> <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for Feb. 11th pay • Deadline for PT absence/leaves entries for Feb. 11th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 11th pay
<p>31</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>

Payroll Deadline Calendar

FEBRUARY
2022

Monday	Tuesday	Wednesday	Thursday	Friday
31	Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Feb. 11th pay • Deadline for FT absence/leave entries for Feb. 11th pay 	1	2	3
7	8	9	Payslip Visible 	10 Pay Date Submit Time Cards <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for Feb. 25th pay • Deadline for PT absence/leaves entries for Feb. 25th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 25th pay
14	Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Feb. 25th pay • Deadline for FT absence/leave entries for Feb. 25th pay 	15	16	17
21 Family Day Holiday	22	23	Payslip Visible 	24 Pay Date Submit Time Cards <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for March 11th pay • Deadline for PT absence/leaves entries for March 11th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for March 11th pay
28	1	2	3	4

Payroll Deadline Calendar

MARCH
2022

Monday	Tuesday	Wednesday	Thursday	Friday	
28	Approve Time Cards • 5PM Deadline for Time Card Approval for March 11th pay • Deadline for FT absence/leave entries for March 11th pay	1	2	3	
7	8	9	Payslip Visible	10 Pay Date Submit Time Cards • Deadline for Employees to submit their Time Card for March 25th pay • Deadline for PT absence/leaves entries for March 25th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for March 25th pay	11
14	Approve Time Cards • 5PM Deadline for Time Card Approval for March 25th pay • Deadline for FT absence/leave entries for March 25th pay	15	16	17	
21	22	23	Payslip Visible	18 Submit Time Cards • Deadline for Employees to submit their Time Card for April 8th pay • Deadline for PT absence/leaves entries for April 8th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for April 8th pay	25
28	Approve Time Cards • 5PM Deadline for Time Card Approval for April 8th pay • Deadline for FT absence/leave entries for April 8th pay	29	30	31	
				1	