



FAX 724-788-1171  
 OFFICE 724-788-1072  
 2022 Payroll Schedule

| <u>PAY PERIOD</u>      | <u>WEEK ONE</u> | <u>WEEK TWO</u> | <u>PAY DATE</u> |
|------------------------|-----------------|-----------------|-----------------|
| 1                      | DEC 19-DEC 25   | DEC 26-JAN 01   | JANUARY 07      |
| 2                      | JAN 02-JAN 08   | JAN 09-JAN 15   | JANUARY 21      |
| 3                      | JAN 16-JAN 22   | JAN 23-JAN 29   | FEBRUARY 04     |
| 4                      | JAN 30-FEB 05   | FEB 06-FEB 12   | FEBRUARY 18     |
| 5                      | FEB 13-FEB 19   | FEB 20-FEB 26   | MARCH 04        |
| 6                      | FEB 27-MAR 05   | MAR 06-MAR 12   | MARCH 18        |
| 7                      | MAR 13-MAR 19   | MAR 20-MAR 26   | APRIL 01        |
| 8                      | MAR 27-APR 02   | APR 03-APR 09   | APRIL 15        |
| 9                      | APR 10-APR 16   | APR 17-APR 23   | APRIL 29        |
| 10                     | APR 24-APR 30   | MAY 01-MAY 07   | MAY 13          |
| 11                     | MAY 08-MAY 14   | MAY 15-MAY 21   | MAY 27          |
| 12                     | MAY 22-MAY 28   | MAY 29-JUNE 04  | JUNE 10         |
| 13                     | JUNE 05-JUNE 11 | JUNE 12-JUNE 18 | JUNE 24         |
| 14                     | JUNE 19-JUNE 25 | JUNE 26-JULY 02 | JULY 08         |
| 15                     | JULY 03-JULY 09 | JULY 10-JULY 16 | JULY 22         |
| 16                     | JULY 17-JULY 23 | JULY 24-JULY 30 | AUGUST 05       |
| 17                     | AUG 14-AUG 20   | AUG 21-AUG 27   | SEPT 02         |
| 18                     | AUG 28-SEPT 03  | SEPT 04-SEPT 10 | SEPT 16         |
| 19                     | SEPT 11-SEPT 17 | SEPT 18-SEPT 24 | SEPT 30         |
| 20                     | SEPT 25-OCT 01  | OCT 02-OCT 08   | OCT 14          |
| 21                     | OCT 09-OCT 15   | OCT 16-OCT 22   | OCT 28          |
| 22                     | OCT 23-OCT 29   | OCT 30-NOV 05   | NOV 11          |
| 23                     | NOV 06-NOV 12   | NOV 13-NOV 19   | NOV 23          |
| 24                     | NOV 20-NOV 26   | NOV 27-DEC 03   | DEC 09          |
| 25                     | DEC 04-DEC 10   | DEC 11-DEC 17   | DEC 23          |
| 26 (FIRST PAY IN 2023) | DEC 18-DEC 24   | DEC 25-DEC 31   | JAN 06          |

**REMINDER: TIMESHEETS AND JOURNALS ARE DUE EVERY SUNDAY BY 6 PM**  
**FILL OUT YOUR TIMESHEETS COMPLETELY INCLUDING ALL SIGNATURES, CORRECT DATES AND TIME TO THE NEAREST QUARTER HOUR (NO FRACTIONS!!!) IF YOUR SCHEDULED WEEK ENDS BEFORE SUNDAY YOU MAY TURN YOUR TIMESHEETS IN EARLY TO AVOID ANY DELAYS! YOU MUST ALSO USE THE EVV SYSTEM TO CLOCK IN AND OUT OF ALL SHIFTS! START A NEW TIMESHEET EACH SUNDAY!!!!**