

**BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2022**

Month	PAYPERIOD		CHANGES DUE BY	TIMECARDS DUE BY	PAYDAY	BW
	Begin	End	WEDNESDAY	MONDAY 9:00am	FRIDAY	
JAN	12/20/2021	1/2/2022	12/29/2021	1/3/2022	1/7/2022	1
	1/3/2022	1/16/2022	1/12/2022	1/17/2022	1/21/2022	2
FEB	1/17/2022	1/30/2022	1/26/2022	1/31/2022	2/4/2022	3
	1/31/2022	2/13/2022	2/9/2022	2/14/2022	2/18/2022	4
MAR	2/14/2022	2/27/2022	2/23/2022	2/28/2022	3/4/2022	5
	2/28/2022	3/13/2022	3/9/2022	3/14/2022	3/18/2022	6
APR	3/14/2022	3/27/2022	3/23/2022	3/28/2022	4/1/2022	7
	3/28/2022	4/10/2022	4/6/2022	4/11/2022	4/15/2022	8
MAY	4/11/2022	4/24/2022	4/20/2022	4/25/2022	4/29/2022	9
	4/25/2022	5/8/2022	5/4/2022	5/9/2022	5/13/2022	10
JUN	5/9/2022	5/22/2022	5/18/2022	5/23/2022	5/27/2022	11
	5/23/2022	6/5/2022	6/1/2022	6/6/2022	6/10/2022	12
JUL	6/6/2022	6/19/2022	6/15/2022	6/20/2022	6/24/2022	13
	6/20/2022	7/3/2022	6/29/2022	7/4/2022	7/8/2022	14
AUG	7/4/2022	7/17/2022	7/13/2022	7/18/2022	7/22/2022	15
	7/18/2022	7/31/2022	7/27/2022	8/1/2022	8/5/2022	16
SEPT	8/1/2022	8/14/2022	8/10/2022	8/15/2022	8/19/2022	17
	8/15/2022	8/28/2022	8/24/2022	8/29/2022	9/2/2022	18
OCT	8/29/2022	9/11/2022	9/7/2022	9/12/2022	9/16/2022	19
	9/12/2022	9/25/2022	9/21/2022	9/26/2022	9/30/2022	20
NOV	9/26/2022	10/9/2022	10/5/2022	10/10/2022	10/14/2022	21
	10/10/2022	10/23/2022	10/19/2022	10/24/2022	10/28/2022	22
DEC	10/24/2022	11/6/2022	11/2/2022	11/7/2022	11/11/2022	23
	11/7/2022	11/20/2022	11/16/2022	11/21/2022	11/25/2022	24
DEC	11/21/2022	12/4/2022	11/30/2022	12/5/2022	12/9/2022	25
	12/5/2022	12/18/2022	12/14/2022	12/19/2022	12/23/2022	26

**PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:**

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

**TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!  
ALL TIMECARDS MUST BE FILLED OUT IN INK AND HAVE A SUPERVISOR'S SIGNATURE!!!!**