



**2022**  
**Bi-Weekly Payroll Calendar & Web Time Entry Due Dates**  
**For PERMANENT SHRA EMPLOYEES**

**Important:** Employees must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time”

Pay #	Timesheet Start Date (Monday)	Timesheet End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Tuesday)	Approver Deadline Time	Pay Date
26	12/06/2021	12/19/2021	12/20/2021	10:00 AM	12/21/2021	5:00 PM	January 31, 2022
1	12/20/2021	01/02/2021	12/23/2021	10:00 AM	12/23/2021	5:00 PM	
2	01/03/2022	01/16/2022	01/17/2022	10:00 AM	01/18/2022	5:00 PM	February 28, 2022
3	01/17/2022	01/30/2022	01/31/2022	10:00 AM	02/01/2022	5:00 PM	
4	01/31/2022	02/13/2022	02/14/2022	10:00 AM	02/15/2022	5:00 PM	
5	02/14/2022	02/27/2022	02/28/2022	10:00 AM	03/01/2022	5:00 PM	March 31, 2022
6	02/28/2022	03/13/2022	03/14/2022	10:00 AM	03/15/2022	5:00 PM	
7	03/14/2022	03/27/2022	03/28/2022	10:00 AM	03/29/2022	5:00 PM	April 29, 2022
8	03/28/2022	04/10/2022	04/11/2022	10:00 AM	04/12/2022	5:00 PM	
9	04/11/2022	04/24/2022	04/25/2022	10:00 AM	04/26/2022	5:00 PM	May 31, 2022
10	04/25/2022	05/08/2022	05/09/2022	10:00 AM	05/10/2022	5:00 PM	
11	05/09/2022	05/22/2022	05/23/2022	10:00 AM	05/24/2022	5:00 PM	June 30, 2022
12	05/23/2022	06/05/2022	06/06/2022	10:00 AM	06/07/2022	5:00 PM	
13	06/06/2022	06/19/2022	06/20/2022	10:00 AM	06/21/2022	5:00 PM	July 29, 2022
14	06/20/2022	07/03/2022	07/05/2022	10:00 AM	06/06/2022	5:00 PM	
15	07/01/2022	07/17/2022	07/18/2022	10:00 AM	07/19/2022	5:00 PM	August 31, 2022
16	07/18/2022	07/31/2022	08/02/2022	10:00 AM	08/03/2022	5:00 PM	
17	08/01/2022	08/14/2022	08/15/2022	10:00 AM	08/16/2022	5:00 PM	September 30, 2022
18	08/15/2022	08/28/2022	08/29/2022	10:00 AM	08/30/2022	5:00 PM	
19	08/29/2022	09/11/2022	09/13/2022	10:00 AM	09/14/2022	5:00 PM	
20	09/12/2022	09/25/2022	09/26/2022	10:00 AM	09/27/2022	5:00 PM	October 31, 2022
21	09/26/2022	10/09/2022	10/10/2022	10:00 AM	10/11/2022	5:00 PM	
22	10/10/2022	10/23/2022	10/24/2022	10:00 AM	10/25/2022	5:00 PM	November 30, 2022
23	10/24/2022	11/06/2022	11/07/2022	10:00 AM	11/08/2022	5:00 PM	December 21, 2022
24	11/07/2022	11/20/2022	11/21/2022	10:00 AM	11/22/2022	5:00 PM	
25	11/21/2022	12/04/2022	12/05/2022	10:00 AM	12/06/2022	5:00 PM	
26	12/05/2022	12/18/2022	12/19/2022	10:00 AM	12/20/2022	5:00 PM	January 31, 2022
01	12/19/2022	01/01/2022	12/21/2022	10:00 AM	12/22/2022	5:00 PM	

