The Family Tree
Calendar Year 2022 - Payroll Schedule

Pay Period Details			Direct Deposit Date	COMMENTS
Number	From	To		
1	12/25/2021	1/7/2022	1/14/2022	
2	1/8/2022	1/21/2022	1/28/2022	
3	1/22/2022	2/4/2022	2/11/2022	
4	2/5/2022	2/18/2022	2/25/2022	**Timecards due Fri. 2/18 - Early Closing 2/18 @ 1p**
5	2/19/2022	3/4/2022	3/11/2022	
6	3/5/2022	3/18/2022	3/25/2022	
7	3/19/2022	4/1/2022	4/8/2022	
8	4/2/2022	4/15/2022	4/22/2022	
9	4/16/2022	4/29/2022	5/6/2022	
10	4/30/2022	5/13/2022	5/20/2022	
11	5/14/2022	5/27/2022	6/3/2022	**Timecards due Fri. 5/27 - Early Closing 5/27 @ 1p**
12	5/28/2022	6/10/2022	6/17/2022	**Summer Friday-Early Closing 2p**
13	6/11/2022	6/24/2022	7/1/2022	**Summer Friday-Early Closing 2p**
14	6/25/2022	7/8/2022	7/15/2022	**Summer Friday- Early Closing 2p**
15	7/9/2022	7/22/2022	7/29/2022	**Summer Friday-Early Closing 2p**
16	7/23/2022	8/5/2022	8/12/2022	**Summer Friday-Early Closing 2p**
17	8/6/2022	8/19/2022	8/26/2022	**Summer Friday-Early Closing 2p**
18	8/20/2022	9/2/2022	9/9/2022	**Timecards due Fri. 9/2 - Early Closing 9/2 @ 1p**
19	9/3/2022	9/16/2022	9/23/2022	
20	9/17/2022	9/30/2022	10/7/2022	
21	10/1/2022	10/14/2022	10/21/2022	
22	10/15/2022	10/28/2022	11/4/2022	
23	10/29/2022	11/11/2022	11/18/2022	**Timecards due Thurs. 11/10 - Closed 11/11**
24	11/12/2022	11/25/2022	12/2/2022	**Timecards due Wed.11/23 - Early Closing 11/23 @ 1p**
25	11/26/2022	12/9/2022	12/16/2022	
26	12/10/2022	12/23/2022	12/30/2022	**Timecards due Thurs.12/22 Closed 12/23**

Additional Notes to Know:

* Timecards and Time off Requests are to be <u>completed prior to being out </u>on known leave
  <u>and/or conflicting business commitments</u> that concide with the payroll deadlines.

* Time off Requests are required for all leave except for Holiday Leave.

* Time off Requests are to be submitted prior to known leave and at once, upon return from unplanned leave.

* Doctor's notes for Sick Leave usage for eligible staff   …
  (a) May be required at any time upon request (b) Always required for three (3) or more consecutive sick leave days

11/5/2021-DK