

Administrative Payroll Schedule 2022 -2023

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Thursday	Period Wednesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
26	3/17/2022 -	3/30/2022	3/31/2022	2/23/2022	3/2/2022	4/13/2022
1	3/31/2022 -	4/13/2022	4/14/2022	3/9/2022	3/16/2022	4/27/2022
2	4/14/2022 -	4/27/2022	4/28/2022	3/23/2022	3/30/2022	5/11/2022
3	4/28/2022 -	5/11/2022	5/12/2022	4/6/2022	4/13/2022	5/25/2022
4	5/12/2022 -	5/25/2022	5/26/2022	4/20/2022	4/27/2022	6/8/2022
5	5/26/2022 -	6/8/2022	6/9/2022	5/4/2022	5/11/2022	6/22/2022
6	6/9/2022 -	6/22/2022	6/23/2022	5/18/2022	5/25/2022	7/6/2022
7	6/23/2022 -	7/6/2022	7/7/2022	6/1/2022	6/8/2022	7/20/2022
8	7/7/2022 -	7/20/2022	7/21/2022	6/15/2022	6/22/2022	8/3/2022
9	7/21/2022 -	8/3/2022	8/4/2022	6/29/2022	7/6/2022	8/17/2022
10	8/4/2022 -	8/17/2022	8/18/2022	7/13/2022	7/20/2022	8/31/2022
11	8/18/2022 -	8/31/2022	9/1/2022	7/27/2022	8/3/2022	9/14/2022
12	9/1/2022 -	9/14/2022	9/15/2022	8/10/2022	8/17/2022	9/28/2022
13	9/15/2022 -	9/28/2022	9/29/2022	8/24/2022	8/31/2022	10/12/2022
14	9/29/2022 -	10/12/2022	10/13/2022	9/7/2022	9/14/2022	10/26/2022
15	10/13/2022 -	10/26/2022	10/27/2022	9/21/2022	9/28/2022	11/9/2022
16	10/27/2022 -	11/9/2022	11/10/2022	10/5/2022	10/12/2022	11/23/2022
17	11/10/2022 -	11/23/2022	11/24/2022	10/19/2022	10/26/2022	12/7/2022
18	11/24/2022 -	12/7/2022	12/8/2022	11/2/2022	11/9/2022	12/21/2022
19	12/8/2022 -	12/21/2022	12/22/2022	11/16/2022	11/23/2022	1/4/2023
20	12/22/2022 -	1/4/2023	1/5/2023	11/30/2022	12/7/2022	1/18/2023
21	1/5/2023 -	1/18/2023	1/19/2023	12/14/2022	12/21/2022	2/1/2023
22	1/19/2023 -	2/1/2023	2/2/2023	12/28/2022	1/4/2023	2/15/2023
23	2/2/2023 -	2/15/2023	2/16/2023	1/11/2023	1/18/2023	3/1/2023
24	2/16/2023 -	3/1/2023	3/2/2023	1/25/2023	2/1/2023	3/15/2023
25	3/2/2023 -	3/15/2023	3/16/2023	2/8/2023	2/15/2023	3/29/2023
26	3/16/2023 -	3/29/2023	3/30/2023	2/22/2023	3/1/2023	4/12/2023

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,
Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090
Robin Farrell, Payroll Manager: Ext. 6096
Paula Rankine, Manager, Human Resources Information Systems: Extension 6092
Beth Goula, Payroll Coordinator: Ext. 5905
Susan Ciliberti, Time & Attendance Coordinator: Extension 6057
Noemi Ramos-Spaziante Benefits/Payroll Coordinator Ext. 6648