

## Hourly (Non-Student) Payroll Schedule 2022 -2023

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

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

**\*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 Goulal, Payroll Coordinator: Ext. 5905  
Susan Ciliberti, Time & Attendance Coordinator: Extension 6057  
Noemi Ramos-Spaziante Benefits/Payroll Coordinator Ext. 6648