



# Utilities & Energy Services

FACILITIES & ENERGY SERVICES

## PAYROLL SERVICES

### BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2022 (Aug 2021 - Aug 2022)

PAY PERIOD NO.	FROM	THRU	Time Sheets Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
							2088
1	Aug 22	Sep 04	Sep 06	Sep 10	L	10	2064
2	Sep 05	Sep 18	Sep 20	Sep 24		10	1984
3	Sep 19	Oct 02	Oct 04	Oct 08	L	10	1904
4	Oct 03	Oct 16	Oct 18	Oct 22		10	1824
5	Oct 17	Oct 30	Nov 01	Nov 05		10	1744
6	Oct 31	Nov 13	Nov 15	Nov 19	L	10	1664
7	Nov 14	Nov 27	Nov 29	Dec 03		10	1584
8	Nov 28	Dec 11	Dec 13	Dec 17	L	10	1504
*E 9	Dec 12	Dec 25	Dec 20	Dec 31	(No Ins)	10	1424
10	Dec 26	Jan 08	Jan 10	Jan 14	L	10	1344
11	Jan 09	Jan 22	Jan 24	Jan 28		10	1264
12	Jan 23	Feb 05	Feb 07	Feb 11	L	10	1184
13	Feb 06	Feb 19	Feb 21	Feb 25		10	1104
14	Feb 20	Mar 05	Mar 07	Mar 11	L	10	1024
15	Mar 06	Mar 19	Mar 21	Mar 25		10	944
16	Mar 20	Apr 02	Apr 04	Apr 08	L	10	864
17	Apr 03	Apr 16	Apr 18	Apr 22		10	784
18	Apr 17	Apr 30	May 02	May 06		10	704
19	May 01	May 14	May 16	May 20	L	10	624
*E 20	May 15	May 28	May 27	Jun 03		10	544
21	May 29	Jun 11	Jun 13	Jun 17	L	10	464
22	Jun 12	Jun 25	Jun 27	Jul 01		10	384
23	Jun 26	Jul 09	Jul 11	Jul 15	L	10	304
24	Jul 10	Jul 23	Jul 25	Jul 29	(No Ins)	10	224
25	Jul 24	Aug 06	Aug 08	Aug 12	L	10	144
26	Aug 07	Aug 20	Aug 22	Aug 26		10	64

E= Estimated Time

\* Holiday Adjustments

L= Longevity Paid

#### Holiday Schedule

Thanksgiving	Nov 25 - 26	Spring Break	Mar 18
Winter Break	Dec 24 - Dec 31	Memorial Day	May 30
Martin Luther King, Jr Day	Jan 17	Independence Day	July 4

### FISCAL YEAR 2023 (Aug 2022- Aug 2023)

							2088
1	Aug 21	Sep 03		Sep 09	L	10	

Updated 07.14.2021

**Note:** The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

**Timesheets:** The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.