

Workday Period Schedule - Bi-Weekly Salaried Jobs

This bi-weekly pay schedule should be used when processing payments to Academic, Executive, Management, Professional and Excluded staff only.

** When long weekends and Summer Friday's are in effect, time tracking lock and deadline dates must be advanced by the corresponding number of days.

Pay Period Start Date	Pay Period End Date	Time Tracking Entry Open Date for this pay period ¹	Time Tracking Entry Lock Date for this pay period ²	Deadline Date Approved/Completed Business Process ³ Requests that impact Payroll	Pay Period Payment Date	Pay Period ID	Comment
2-Jan-2022	15-Jan-2022	28-Dec-2021	6-Jan-2022	6-Jan-2022	Friday, January 14, 2022	B0-01	
16-Jan-2022	29-Jan-2022	11-Jan-2022	20-Jan-2022	20-Jan-2022	Friday, January 28, 2022	B0-02	
30-Jan-2022	12-Feb-2022	25-Jan-2022	3-Feb-2022	3-Feb-2022	Friday, February 11, 2022	B0-03	
13-Feb-2022	26-Feb-2022	8-Feb-2022	17-Feb-2022	17-Feb-2022	Friday, February 25, 2022	B0-04	
27-Feb-2022	12-Mar-2022	22-Feb-2022	3-Mar-2022	3-Mar-2022	Friday, March 11, 2022	B0-05	
13-Mar-2022	26-Mar-2022	8-Mar-2022	17-Mar-2022	17-Mar-2022	Friday, March 25, 2022	B0-06	
27-Mar-2022	9-Apr-2022	22-Mar-2022	31-Mar-2022	31-Mar-2022	Friday, April 8, 2022	B0-07	
10-Apr-2022	23-Apr-2022	5-Apr-2022	12-Apr-2022	12-Apr-2022	Friday, April 22, 2022	B0-08	Note: Lock and deadline dates advanced due to Statutory Holiday
24-Apr-2022	7-May-2022	19-Apr-2022	28-Apr-2022	28-Apr-2022	Friday, May 6, 2022	B0-09	
8-May-2022	21-May-2022	3-May-2022	12-May-2022	12-May-2022	Friday, May 20, 2022	B0-10	
22-May-2022	4-Jun-2022	17-May-2022	26-May-2022	26-May-2022	Friday, June 3, 2022	B0-11	
5-Jun-2022	18-Jun-2022	31-May-2022	9-Jun-2022	9-Jun-2022	Friday, June 17, 2022	B0-12	
19-Jun-2022	2-Jul-2022	14-Jun-2022	22-Jun-2022	22-Jun-2022	Thursday, June 30, 2022	B0-13	Note: Lock and deadline dates advanced due to Statutory Holiday
3-Jul-2022	16-Jul-2022	28-Jun-2022	7-Jul-2022	7-Jul-2022	Friday, July 15, 2022	B0-14	
17-Jul-2022	30-Jul-2022	12-Jul-2022	21-Jul-2022	21-Jul-2022	Friday, July 29, 2022	B0-15	
31-Jul-2022	13-Aug-2022	26-Jul-2022	4-Aug-2022	4-Aug-2022	Friday, August 12, 2022	B0-16	
14-Aug-2022	27-Aug-2022	9-Aug-2022	18-Aug-2022	18-Aug-2022	Friday, August 26, 2022	B0-17	
28-Aug-2022	10-Sep-2022	23-Aug-2022	31-Aug-2022	31-Aug-2022	Friday, September 9, 2022	B0-18	Note: Lock and deadline dates advanced due to Statutory Holiday
11-Sep-2022	24-Sep-2022	6-Sep-2022	15-Sep-2022	15-Sep-2022	Friday, September 23, 2022	B0-19	
25-Sep-2022	8-Oct-2022	20-Sep-2022	29-Sep-2022	29-Sep-2022	Friday, October 7, 2022	B0-20	
9-Oct-2022	22-Oct-2022	4-Oct-2022	13-Oct-2022	13-Oct-2022	Friday, October 21, 2022	B0-21	
23-Oct-2022	5-Nov-2022	18-Oct-2022	27-Oct-2022	27-Oct-2022	Friday, November 4, 2022	B0-22	
6-Nov-2022	19-Nov-2022	1-Nov-2022	10-Nov-2022	10-Nov-2022	Friday, November 18, 2022	B0-23	
20-Nov-2022	3-Dec-2022	15-Nov-2022	24-Nov-2022	24-Nov-2022	Friday, December 2, 2022	B0-24	
4-Dec-2022	17-Dec-2022	29-Nov-2022	6-Dec-2022	6-Dec-2022	Friday, December 16, 2022	B0-25	Note: Lock and deadline dates advanced due to Statutory Holiday
18-Dec-2022	31-Dec-2022	13-Dec-2022	15-Dec-2022	15-Dec-2022	Friday, December 30, 2022	B0-26	Note: Lock and deadline dates advanced due to Statutory Holiday

¹ Time Tracking Entry opens at midnight

² Time Tracking Entry locks at end of day (11:59 pm) and prohibits further entry for the given pay period.

³ Includes approved hires, terminations, costing allocation changes, leaves of absence, compensation changes, one-time payments etc.