Payroll Calendar

DECEMBER
2022

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	1 **Payslip Visible**	2 **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Dec. 16th pay • PT absence/leaves entries for Dec. 16th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 16th pay
5	6 **Approve Time Cards** **• 5PM Deadline for Time Card Approval for Dec. 16th pay** **• Deadline for FT absence/ leave entries for Dec. 16th pay**	7	8	9 **Submit Time Cards**
12	13	14	15 **Payslip Visible**	16 **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Dec. 30th pay • PT absence/leaves entries for Dec. 30th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 30th pay
19	20 **Approve Time Cards** **• 5PM Deadline for Time Card Approval for Dec. 30th pay** **• Deadline for FT absence/ leave entries for Dec. 30th pay**	21	22	23 **Submit Time Cards** **College Closure**
26 **College Closure**	27 **College Closure**	28 **College Closure**	29 **Payslip Visible** **College Closure**	30 **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time card for Jan. 13th pay • PT absence/leaves entries for Jan. 13th pay • Sending Payroll, Payroll Authorization form (PAF) to be paid for Jan. 13th pay **College Closure**