



**To: FULL TIME CLASSIFIED EMPLOYEES (WHITE AND BLUE COLLAR)**

**From: HUMAN RESOURCES DEPARTMENT**

**Date JULY 1, 2022**

**Re: PAYROLL SCHEDULE FOR JULY 1, 2022 – JUNE 30, 2023**

Below is a schedule of pay dates, work periods and timesheet due dates for **Full time classified employees (White and Blue Collar)**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

<u>PAYDATES</u>	<u>WORK PERIOD</u>	<u>TIMESHEET TO PAYROLL</u>
07/22/22	06/26/2022 - 07/09/2022	07/11/2022
08/05/22	07/10/2022 - 07/23/2022	07/25/2022
08/19/22	07/24/2022 - 08/06/2022	08/08/2022
09/02/22	08/07/2022 - 08/20/2022	08/22/2022
09/16/22	08/21/2022 - 09/03/2022	09/06/2022
09/30/22	09/04/2022 - 09/17/2027	09/19/2022
10/14/22	09/18/2022 - 10/01/2022	10/03/2022
10/28/22	10/02/2022 - 10/15/2022	10/17/2022
11/10/22	10/16/2022 - 10/29/2022	10/31/2022
11/25/22	10/30/2022 - 11/12/2022	11/14/2022
12/09/22	11/13/2022 - 11/26/2022	11/28/2022
12/23/22	11/27/2022 - 12/10/2022	12/12/2022
01/06/23	12/11/2022 - 12/24/2022	12/26/2022
01/20/23	12/25/2022 - 01/07/2023	01/09/2023
02/03/23	01/08/2023 - 01/21/2023	01/23/2023
02/17/23	01/22/2023 - 02/04/2023	02/06/2023
03/03/23	02/05/2023 - 02/18/2023	02/20/2023
03/17/23	02/19/2023 - 03/04/2023	03/06/2023
03/31/23	03/05/2023 - 03/18/2023	03/20/2023
04/14/23	03/19/2023 - 04/01/2023	04/03/2023
04/28/23	04/02/2023 - 04/15/2023	04/17/2023
05/12/23	04/16/2023 - 04/29/2023	05/01/2023
05/26/23	04/30/2023 - 05/13/2023	05/15/2023
06/09/23	05/14/2023 - 05/27/2023	05/29/2023
06/23/23	05/28/2023 - 06/10/2023	06/12/2023
07/07/23	06/11/2023 - 06/24/2023	06/26/2023