

2022

SHARP BI-WEEKLY ON-CYCLE PAYROLL SCHEDULE

PAYROLL PERIODS		PAY DATE	TIME & LABOR AND EMPLOYEE DATA FOR PAYSHEET CREATION & PRELIMINARY CALCULATION				CUTOFF FOR TIME & LABOR REPORTED TIME SUBMISSIONS/APPROVALS	CUTOFF FOR TIME & LABOR PAYABLE TIME APPROVALS	PAYROLL TRANSACTIONS POSTED TO SMART AFTER
START DATES	ENDING DATES		FIRST T&LBR ENTRY DATE FOR ON-LINE USERS	CUTOFF INTERFACE USERS	CUTOFF REGENTS FILES	CUTOFF ON-LINE USERS			
				6:00 P.M.	4:00 P.M.	7:00 P.M.*	6:30 P.M.**	7:00 P.M.***	7:00 P.M.
28-Nov-21	11-Dec-21	23-Dec-21	28-Nov-21	13-Dec-21	15-Dec-21	14-Dec-21	17-Dec-21	17-Dec-21	21-Dec-21
12-Dec-21	25-Dec-21	7-Jan-22	12-Dec-21	27-Dec-21	29-Dec-21	27-Dec-21	30-Dec-21	30-Dec-21	5-Jan-22
26-Dec-21	8-Jan-22	21-Jan-22	26-Dec-21	10-Jan-22	12-Jan-22	11-Jan-22	14-Jan-22	14-Jan-22	19-Jan-22
9-Jan-22	22-Jan-22	4-Feb-22	9-Jan-22	24-Jan-22	27-Jan-22	25-Jan-22	28-Jan-22	28-Jan-22	2-Feb-22
23-Jan-22	5-Feb-22	18-Feb-22	23-Jan-22	7-Feb-22	10-Feb-22	8-Feb-22	11-Feb-22	11-Feb-22	16-Feb-22
6-Feb-22	19-Feb-22	4-Mar-22	6-Feb-22	21-Feb-22	24-Feb-22	22-Feb-22	25-Feb-22	25-Feb-22	2-Mar-22
20-Feb-22	5-Mar-22	18-Mar-22	20-Feb-22	7-Mar-22	10-Mar-22	8-Mar-22	11-Mar-22	11-Mar-22	16-Mar-22
6-Mar-22	19-Mar-22	1-Apr-22	6-Mar-22	21-Mar-22	24-Mar-22	22-Mar-22	25-Mar-22	25-Mar-22	30-Mar-22
20-Mar-22	2-Apr-22	15-Apr-22	20-Mar-22	4-Apr-22	7-Apr-22	5-Apr-22	8-Apr-22	8-Apr-22	13-Apr-22
3-Apr-22	16-Apr-22	29-Apr-22	3-Apr-22	18-Apr-22	21-Apr-22	19-Apr-22	22-Apr-22	22-Apr-22	27-Apr-22
17-Apr-22	30-Apr-22	13-May-22	17-Apr-22	2-May-22	5-May-22	3-May-22	6-May-22	6-May-22	11-May-22
1-May-22	14-May-22	27-May-22	1-May-22	16-May-22	19-May-22	17-May-22	20-May-22	20-May-22	25-May-22
15-May-22	28-May-22	10-Jun-22	15-May-22	31-May-22	2-Jun-22	31-May-22	3-Jun-22	3-Jun-22	8-Jun-22
29-May-22	11-Jun-22	24-Jun-22	29-May-22	13-Jun-22	16-Jun-22	14-Jun-22	17-Jun-22	17-Jun-22	22-Jun-22
12-Jun-22	25-Jun-22	8-Jul-22	12-Jun-22	27-Jun-22	29-Jun-22	28-Jun-22	1-Jul-22	1-Jul-22	6-Jul-22
26-Jun-22	9-Jul-22	22-Jul-22	26-Jun-22	11-Jul-22	14-Jul-22	12-Jul-22	15-Jul-22	15-Jul-22	20-Jul-22
10-Jul-22	23-Jul-22	5-Aug-22	10-Jul-22	25-Jul-22	28-Jul-22	26-Jul-22	29-Jul-22	29-Jul-22	3-Aug-22
24-Jul-22	6-Aug-22	19-Aug-22	24-Jul-22	8-Aug-22	11-Aug-22	9-Aug-22	12-Aug-22	12-Aug-22	17-Aug-22
7-Aug-22	20-Aug-22	2-Sep-22	7-Aug-22	22-Aug-22	25-Aug-22	23-Aug-22	26-Aug-22	26-Aug-22	31-Aug-22
21-Aug-22	3-Sep-22	16-Sep-22	21-Aug-22	6-Sep-22	8-Sep-22	6-Sep-22	9-Sep-22	9-Sep-22	14-Sep-22
4-Sep-22	17-Sep-22	30-Sep-22	4-Sep-22	19-Sep-22	22-Sep-22	20-Sep-22	23-Sep-22	23-Sep-22	28-Sep-22
18-Sep-22	1-Oct-22	14-Oct-22	18-Sep-22	3-Oct-22	6-Oct-22	4-Oct-22	7-Oct-22	7-Oct-22	12-Oct-22
2-Oct-22	15-Oct-22	28-Oct-22	2-Oct-22	17-Oct-22	20-Oct-22	18-Oct-22	21-Oct-22	21-Oct-22	26-Oct-22
16-Oct-22	29-Oct-22	10-Nov-22	16-Oct-22	31-Oct-22	3-Nov-22	1-Nov-22	4-Nov-22	4-Nov-22	8-Nov-22
30-Oct-22	12-Nov-22	23-Nov-22	30-Oct-22	14-Nov-22	16-Nov-22	15-Nov-22	18-Nov-22	18-Nov-22	21-Nov-22
13-Nov-22	26-Nov-22	9-Dec-22	13-Nov-22	28-Nov-22	1-Dec-22	29-Nov-22	2-Dec-22	2-Dec-22	7-Dec-22
27-Nov-22	10-Dec-22	23-Dec-22	27-Nov-22	12-Dec-22	15-Dec-22	13-Dec-22	16-Dec-22	16-Dec-22	21-Dec-22
11-Dec-22	24-Dec-22	6-Jan-23	11-Dec-22	27-Dec-22	28-Dec-22	27-Dec-22	30-Dec-22	30-Dec-22	4-Jan-23

*Ensure Payable Time exists prior to 7:00 P.M. on cutoff for employees expected to receive sick and/or vacation leave payouts
Preliminary Pay Calculation runs after 7:00 P.M. and each succeeding work day until the cutoff for Correction/Approval of Time and Labor Entries

**Time Admin process runs final time at 6:30 P.M. and produces Payable Time which must be approved by 7:00 P.M.

***Final Pay Calculation runs after 7:00 P.M.

Time and Labor KAGYTL42/INF42 files are Due by 12:00 P.M. (Noon) on these days for Day Batch Processing