

Bi-weekly Employees – 2022 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID ¹	Pay Period Dates	Holidays	Personnel Cut-Off for all NOAs including Appointments, Transfers, Separations and SF 1150's ² 1st Monday	Payroll Cut-off for Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	Payroll Cut-off for Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
Leave	Pay							
25	26	B21Z	Dec 6 - 19		12/06/21	12/14/21*	12/15/21*	12/23/21
26	01	B22A	Dec 20 - Jan 2	Dec 25 - Christmas Day Jan 1 - New Year's Day	12/20/21	12/28/21*	12/29/21*	01/07/22
1	02	B22B	Jan 3 – 16		01/03/22	01/11/22*	01/12/22*	01/21/22
2	03	B22C	Jan 17 - 30	Jan 17 - Martin Luther King Jr. Birthday	01/14/22*	01/26/22	01/27/22	02/04/22
3	04	B22D	Jan 31 - Feb 13		01/31/22	02/09/22	02/10/22	02/18/22
4	05	B22E	Feb 14 - 27	Feb 21- George Washington's Birthday	02/14/22	02/23/22	02/24/22	03/04/22
5	06	B22F	Feb 28 - Mar 13		02/28/22	03/09/22	03/10/22	03/18/22
6	07	B22G	Mar 14 - 27		03/14/22	03/23/22	03/24/22	04/01/22
7	08	B22H	Mar 28 - Apr 10		03/28/22	04/06/22	04/07/22	04/15/22
8	09	B22I	Apr 11 - 24		04/11/22	04/20/22	04/21/22	04/29/22
9	10	B22J	Apr 25 - May 08		04/25/22	05/04/22	05/05/22	05/13/22
10	11	B22K	May 9 - 22		05/09/22	05/18/22	05/19/22	05/27/22

* Early Personnel and Payroll Cut-off date ¹ The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements.

² **Note:** All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

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11	12	B22L	May 23 - Jun 5	May 30 - Memorial Day	05/23/22	06/01/22	06/02/22	06/10/22
12	13	B22M	Jun 6 - 19		06/06/22	06/14/22*	06/15/22*	06/24/22
13	14	B22N	Jun 20 - Jul 3	Jun 20 - Juneteenth National Independence Day	06/17/22*	06/28/22*	06/29/22*	07/08/22
14	15	B22O	Jul 4 - 17	Jul 4 - Independence Day	07/01/22*	07/13/22	07/14/22	07/22/22
15	16	B22P	Jul 18 - 31		07/18/22	07/27/22	07/28/22	08/05/22
16	17	B22Q	Aug 1 - 14		08/01/22	08/10/22	08/11/22	08/19/22
17	18	B22R	Aug 15 - 28		08/15/22	08/24/22	08/25/22	09/02/22
18	19	B22S	Aug 29 - Sep11	Sep 5 - Labor Day	08/29/22	09/07/22	09/08/22	09/16/22
19	20	B22T	Sep 12 - 25		09/12/22	09/21/22	09/22/22	09/30/22
20	21	B22U	Sep 26 - Oct 09		09/26/22	10/04/22*	10/05/22*	10/14/22
21	22	B22V	Oct 10 - 23	Oct 10 - Columbus Day	10/07/22*	10/19/22	10/20/22	10/28/22
22	23	B22W	Oct 24 - Nov 6		10/24/22	11/01/22*	11/02/22*	11/10/22
23	24	B22X	Nov 7 - 20	Nov 11 - Veteran's Day	11/7/22	11/15/22*	11/16/22*	11/25/22

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Leave	Pay							
24	25	B22Y	Nov 21 - Dec 4	Nov 24 - Thanksgiving Day	11/21/22	11/30/22	12/01/22	12/09/22
25	26	B22Z	Dec 5 - 18		12/05/22	12/14/22	12/15/22	12/23/22
26	01	B23A	Dec 19 - Jan 1	Dec 25 - Christmas Day Jan 1 – New Year's Day	12/19/22	12/27/22*	12/28/22*	01/06/23
01	02	B23B	Jan 2 – 15		12/30/22	01/10/23*	01/11/23*	01/20/23

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