

December

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		BW TIMESHEET SUBMISSION DUE 12PM	BW SUPERVISOR APPROVALS DUE 3PM	1	2 Off-cycle 11/24/2022 Payday	3
4	5 Off-cycle 12/01/2022 uploads due 5pm <u>BIWEEKLY DEADLINE</u> <u>- HIRES 12/11/2022 -</u> <u>12/24/2022</u>	6 MON TIMESHEET SUBMISSION DUE 12PM	7 MON SUPERVISOR APPROVALS DUE 3PM	8	9 BI-WEEKLY 11/26/2022 PAYDAY Off-cycle 12/01/2022 Payday	10
11	12 Off-cycle 12/08/2022 uploads due 5pm <u>MONTHLY DEADLINE</u> <u>- JANUARY HIRES</u>	13 BW TIMESHEET SUBMISSION DUE 12PM	14 BW SUPERVISOR APPROVALS DUE 3PM	15	16 Off-cycle 12/08/2022 Payday	17
18	19 NO OFF-CYCLE <u>BIWEEKLY DEADLINE</u> <u>- HIRES 12/25/2022 -</u> <u>01/07/2023</u>	20 NO OFF-CYCLE	21 NO OFF-CYCLE	22 NO OFF-CYCLE	23 NO OFF-CYCLE THIS WEEK PER EMPLOYEE SERVICES BI-WEEKLY 12/10/2022 PAYDAY	24
25	26 <u>CAMPUS CLOSED -</u> <u>HOLIDAY</u> Off-cycle 12/22/2022 uploads due 5pm FINAL OFF-CYCLE FOR 2022	27 <u>CAMPUS CLOSED -</u> <u>HOLIDAY</u>	28 <u>CAMPUS CLOSED</u>	29 <u>CAMPUS CLOSED</u>	30 MONTHLY 12/31/2022 PAYDAY <u>CAMPUS CLOSED -</u> <u>HOLIDAY</u>	31

